Mamut Business Software

Upgrading and Getting Started

Upgrading and Getting Started

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INTRODUCTION TO MAMUT BUSINESS SOFTWARE

The Upgrading and Getting Started guide is intended as a helpful introduction to your new Mamut software. It has been designed to suit the needs of a user accustomed to MYOB software and therefore contains the most important information to help you get started with your new Mamut system.

We recommend that you use this guide, step by step, from the installation of Mamut Business Software through to the upgrade process and the startup and use of your new system. In this way you will be able to simplify your day-to-day business as soon as you start using your new software. Refer to the flowchart on page 2, for an overview of the entire installation process.

Note! It is strongly recommended that you read Chapter 1, **Installing and Upgrading to Mamut,** steps 1-3 thoroughly before you install Mamut Business Software and run the upgrade. Go through step 4 after the installation process.

You can upgrade from MYOB to Mamut at your own convenience during the accounting year. However, you will reduce your workload if you change systems at the end of the accounting year, since you will only need to enter the opening balances for your Balance Sheet accounts. Changing programs at any other time means that you will also have to enter the balances for your Profit and Loss accounts.

This guide is based on the functions available within Mamut Enterprise E5 and you will find an introduction to the function areas within the system. If you have a version of Mamut Business Software that is not Enterprise E5, be aware that some of the functionalities described may not be available in your software.

For online help, visit www.mamut.co.uk/myob/help where you are able to search and receive answers to any questions you may have - 24 hours a day, 7 days a week. If at any time you need assistance with the upgrade process, please call Mamut support on 084 5130 3975 (UK)/01 477 3406 (IE), and one of our friendly representatives will be more than happy to help.

Good luck with your new business management software!

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THE INSTALLATION PROCESS

Note! Failure to follow the installation process as outlined in this guide will result in errors.

Step 1:

Preparations in MYOB

- Check that it is the right time to migrate(p.3)
- Verify your MYOB Company File(s) (p.3)
- Create a backup of your MYOB File(s) (p.4)
- Check your Currency List (p.5)
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Mamut Business Software
Installation and preparation

A. Install **Mamut Business Software**
   - Single-user Installation (p. 8)
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B. Start **Mamut Business Software** from the start menu or by clicking on the desktop icon

C. **Cash VAT** basis: Settings changes required before upgrading when using the Cash VAT basis of VAT (p.13)

D. Creating Additional Company Databases in Mamut Business Software (p. 14)

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Step 3:

Mamut Upgrade Kit

Installation

A. Install **Mamut Upgrade Kit** (p. 16)

B. Run the **MYOB Upgrade Assistant** from your desktop shortcut if you have version 16 or earlier (p. 19)

C. Run the **Upgrade Wizard for Mamut Business Software** from your desktop shortcut (p. 20)

Step 4:

Things to Check After the Upgrade

- Inspect results of data transfer (p. 25)
- Important information concerning the data transfer (p. 29)

Tip! If you are unsure about the upgrade process it is possible to do a test upgrade to see what is involved before you do the actual upgrade. To find out more about doing a 'Test upgrade' please contact support.

STEP 1: PREPARATIONS IN MYOB

Please follow the steps in this chapter in order to upgrade to Mamut Business Software.

1. Check that it is the right time to migrate your data to Mamut Business Software
2. Verify your MYOB company file(s)
3. Create a backup of your MYOB file(s)
4. Check your Currency List
5. Preparations to Avoid Currency Rounding Differences
6. Check your VAT codes
7. Print your Accounts List Detail Report

1. Check that it is the right time to migrate your data to Mamut Business Software

Note! Changing over to Mamut Business Software means that you will have your accounting information in two separate systems. We recommend that you check when is a good time to migrate your data. Suggested times are: End of a VAT quarter or at the end of your Accounting year.

If you plan to migrate your data over to Mamut Business Software we suggest that you consider a good time in which to do this. By running the migration tool at the beginning of a VAT quarter or at the beginning of a new accounting year, you will ensure all of your information is in one system so you do not need to refer to your old system as often.

This will help when you come to the stage of preparing your VAT return as all of the data for the VAT return will be shown on one report from one system. Please call our support department if you are unsure about selecting the right time to migrate to Mamut Business Software.

2. Verify your MYOB Company File(s)

Please verify your MYOB databases in order to ensure that there are no errors. Follow the steps below to do so:

1. Open the company file you would like to verify.
2. Select **File** and then choose **Verify Company File**. A confirmation window will appear.
3. Click **OK** to confirm that you want to verify your company file. Your company file is scanned for errors. When the file verification process is complete, a message will appear describing the results of the process.
   - ***If no errors were found***, click **OK** to end the verification process.
   - ***If your company file reports an error***, please visit www.mamut.co.uk/myob/help or contact support on 084 5130 3975 (UK)/01 477 3406 (IE).

3. Create a Backup of your MYOB File(s)

Accounting requirements under the UK Companies Act state that private companies must keep their accounting records for at least six years from the date they have been created. The company files created in MYOB are automatically saved on your computer; make sure that you keep them after you have upgraded to Mamut Business Software. In addition, it is advised to create a backup of your data.

How to Create a Default Backup Copy:

1. Go to **File** – **Backup**.
2. Select the data you wish to backup. If you want to back up your company file as well as all other files you have customised (including custom forms, custom reports, spreadsheets, letter templates and graphics), select **Backup all data**. If you only want to back up your company file, select **Backup Company File only**.
3. Select whether you want to verify your data. If you want to verify your company file before backing it up, select **Check Company File for errors**, otherwise select **Do not check Company File for errors**.
4. When prompted, it is recommended that you enter a clear and unambiguous **File name** for the backup instead of accepting the default description. For example 'ABC Ltd Year End Apr09'. Please note the folder where your backup is saved.
5. Click **Save** to create the backup.
6. This is the minimum backup requirement. However, we would strongly recommend that you copy your backups to an appropriate removable media such as DVD, CD, DAT/tape drive and store it in a secure location. Contact your IT administrator for advice.

The backup of your company file has been saved in the folder you chose.

4. Check your Currency List

Note! This currency check is especially applicable to businesses that have found it necessary to create their own currencies in the past, and thus may have used their own custom codes.

If your business uses multiple currencies in addition to the standard currency (Euro/GBP), all currency codes must match the international standard. You must perform the following in order to ensure the best possible transition of data:

1. Open your MYOB database.
2. Select **Lists – Currencies**.
3. Make sure that the codes you see below match the codes within MYOB. For example, in MYOB for the United States of America the code should be USD.

NOK Norway
SEK Sweden
DKK Denmark
ISK Iceland
GBP United Kingdom
CHF Switzerland
USD United States of America
ARS Argentina
AUD Australia
BRL Brazil
CAD Canada
HKD China
CNY China
CZK Czech Republic
ECS Ecuador
INR India
IDR Indonesia
ILS Israel
JMD Jamaica
JPY Japan
MXN Mexico
NZD New Zealand
RUB Russia
SAR Saudi Arabia
SGD Singapore
ZAR South Africa
KRW South Korea
THB Thailand
TRL Turkey
UYU Uruguay
VEB Venezuela
DZD Algeria
CLP Chile
HRK Croatia
CYP Cyprus
EEK Estonia
HUF Hungary
KWD Kuwait
LVL Latvia
LTL Lithuania
MTL Malta
OMR Oman
PLN Poland
SKK Slovakia
BHD Bahrain
BDT Bangladesh
EGP Egypt
ETB Ethiopia
GHC Ghana
IRR Iran
IQD Iraq
KES Kenya
LBP Lebanon
LYD Libyan Arab Jamahirya
MWK Malawi
ANG Netherlands Antilles
PKR Pakistan
PHP Philippines
QAR Qatar
LKR Sri Lanka
SDD Sudan
SYP Syrian Arab Republic
TWD Taiwan
XOF Togo
TTD Trinidad and Tobago
TND Tunisia
AED United Arab Emirates
TZS United Republic of Tanzania
MAD Western Sahara
ZWD Zimbabwe

5. Preparations to Avoid Currency Rounding Differences

Note! This step is only applicable for MYOB Accounting Plus users with outstanding foreign currency transactions.

The exchange rate for outstanding transactions using a foreign currency in Mamut Business Software is rounded to four decimal points, while MYOB is rounded to six decimal points. This will result in the difference being posted to the 9998 suspense account on your Profit & Loss report, and you will notice this difference between your Trade Debtors/Creditors totals in Mamut Business Software as compared to MYOB. This difference should ideally be posted into the currency gain or loss expense/income account. If you wish to avoid this issue, we recommend that you round the rates of your outstanding transactions from six to four decimal points within your MYOB company file. Please follow the steps below to fix the rounding differences in MYOB before you run the upgrade.

How to Display Outstanding Sales

1. Go to **Reports** – **Sales – Debtors** – **Ageing Detail** – **Customise** – **Advanced Filters** – **Currencies** – **select all currencies except the local currency – OK - Display**. This report should display all outstanding foreign currency sales transactions on this MYOB database.
2. Move your cursor to the first invoice number on the report and click to open the invoice.

Note! If the invoice is an item invoice and/or the invoice has been partially paid, we recommend that you create a credit note using a service layout with the same rate as the original invoice, applying this credit to the original invoice to cancel it completely. Then re-record the invoice using the service layout with a four-decimal point rate. This will result in you correcting the exchange rate without having any impact on your stock records within MYOB. For instructions on how to create and apply credits please visit the following link on our help site: Recording Credit and Debit Notes. Alternatively, you may go to www.mamut.co.uk/myob/help, and search for "Recording Credit and Debit Notes", and choose the first answer on the list (ID 22).

3. Click **Rate** to bring up the Exchange Rate screen.
4. Round the rate from six to four decimal points and click **OK**.
5. Click **OK** on the invoice to close it. The invoice is now ready for transfer.
6. Perform these steps for all invoices on the report.

Outstanding Purchases

Follow the same steps as for Outstanding Sales shown above, using the Creditors Ageing Detail Report.

6. Check your VAT Codes

Due to the fact that Ireland and the UK share certain VAT codes, but not all, the Upgrade Wizard has been developed to transfer VAT based on MYOB's VAT Code List (**Lists – VAT Codes**). Change your VAT codes in MYOB according to the table below, and the transfer to Mamut Business Software will be error free.

It is important to note: If your VAT codes in MYOB are different to the rates shown in the table below, your VAT rates will migrate incorrectly. Make sure you change these to match the table according to the country you operate in. Different codes are used for UK and Ireland.

United Kingdom		
VAT Code	*Description*	*%*
A	Lower	5
E	Exempt	0
ECP	EC Purchase VAT	17.5
ECS	EC Sales VAT	17.5
N-T	No Tax	0
S	Standard	17.5
X	Old Standard	15
Z	Zero Rated	0

Ireland		
VAT Code	*Description*	*%*
A	Lower Rate	4.8
A1	Lower Rate Expenses	4.8
B	Medium Rate	13.5
B1	Medium Rate, Expenses	13.5
E	Exempt	0
E1	Exempt, Expenses	0
ECP	EC Purchase VAT	21
EP1	EC Purchase VAT, Expenses	21
ECS	EC Sales VAT	21
N-T	No Tax	0
S	Standard	21
S1	Standard, Expenses	21
X	Old Standard Rate	21.5
X1	Old Standard Rate, Expenses	21.5
Z	Zero Rated	0
Z1	Zero Rated, Expenses	0

7. Print your Accounts List Detail Report

Note! If you have outstanding foreign currency transactions, make sure you have performed the previous step, Preparations to Avoid Currency Rounding Differences, before you print your report.

In the Upgrade Wizard for Mamut Business Software, you will be asked to enter your account opening balances. If you are performing your software change at the end of the accounting year, you only have to enter Balance Sheet balances into your new database. However, if you are performing your software change at any other time during the accounting year, you will have to enter both the Balance Sheet and the Profit and Loss opening balances.

Your accounts list can be printed by opening your MYOB software and going to **Reports – Accounts** tab **- Accounts List Detail –** enter the date to report to (your year end for example) **- Finishing (**tick 'Detail Accounts Only') **– Print**. See the Appendix for more information.

If you would like your Chart of Accounts in Mamut Business Software to appear similar to what you had in MYOB you will need to edit the Chart of Accounts in Mamut Business Software. This can be done after you have created a new database, but must be done before you run the upgrade. Instructions on how to do this can be found in the "Accounting Startup" booklet, on the Mamut website under **Download - Documentation & Guides;** www.mamut.com/uk/download and www.mamut.com/ie/download.

STEP 2: INSTALLATION OF MAMUT BUSINESS SOFTWARE

Mamut Business Software must be installed on your computer before running the Upgrade. We must emphasise that once the installation is complete, it is important that you start Mamut Business Software by clicking on the Mamut icon on your desktop and follow the startup wizard. It is especially important that you create a new, blank company database within Mamut Business Software before progressing with the upgrade process. Failure to follow the steps as outlined in this guide may result in errors.

WARNING!
Mamut defines the accounting year slightly differently from what you may be used to in MYOB. Therefore, when creating your databases in Mamut Business Software, it is important you select the year in which your accounting year starts rather than the year in which it ends**.** For reporting purposes this difference does not have any impact. For example, if your year runs from April 2009 to March 2010, the year you need to select in Mamut Business Software would be 2009. This is because the start of the year is in April 2009.

Single-user Installation

How to Install a Single-User Version from a CD:

Note! Close all other programs before proceeding with the installation.

1. Mamut Upgrade Kit:

Insert your Mamut CD in your CD/DVD drive.

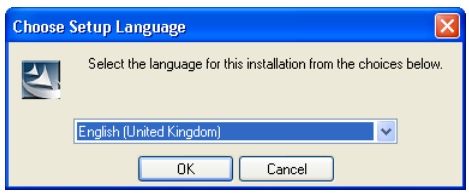
If nothing appears to be happening after 10 seconds, you may launch the CD manually by going to the **Start** menu in Windows®, clicking on **My Computer** and then double-clicking on your CD/DVD drive.

The installation menu will open.

Click on **Mamut Business Software**.

2. Choose language for installation

Select language English (United Kingdom) or English (Ireland).



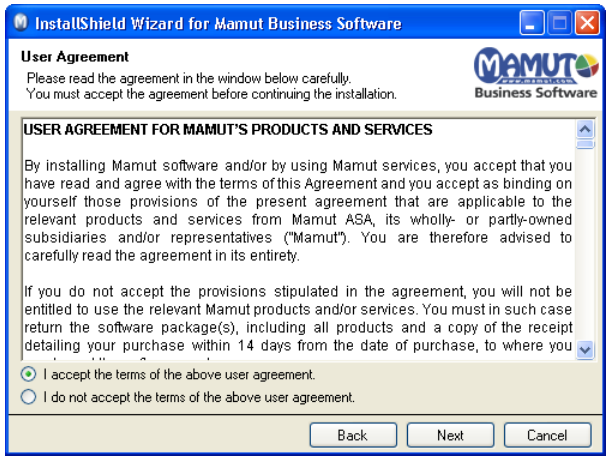
3. Welcome:

Click **Next** in the Welcome Window.

4. User Agreement:

The User agreement must be accepted before the installation can be completed.

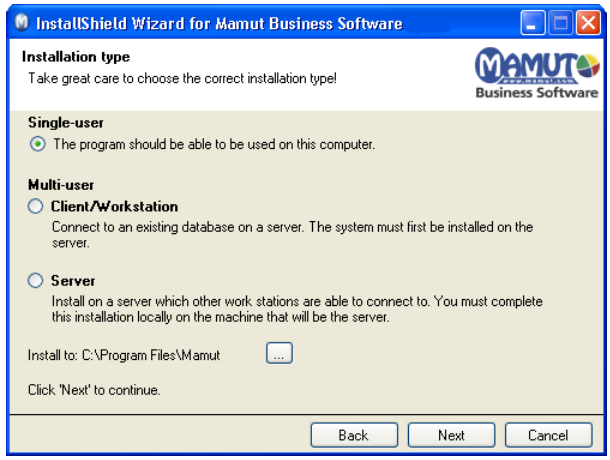
If you wish to continue, indicate so by selecting **I accept the terms of the above user agreement**. Then click **Next**.



5. Select Installation type:

In the next window select the installation type **Single-user**.

Install to:
The program automatically suggests an area for the program files. If you wish to install to the suggested folder, click **Next**.



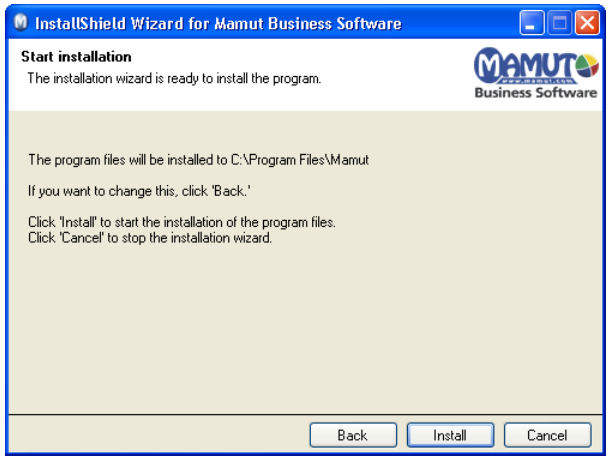
If you wish to install to another area, you are able to click and state the area manually.

6. Start the installation:

Click **Install** to start the installation.

The system checks if you have open applications that need to be closed.

Close the necessary applications and click **Retry** if you receive a message regarding this.

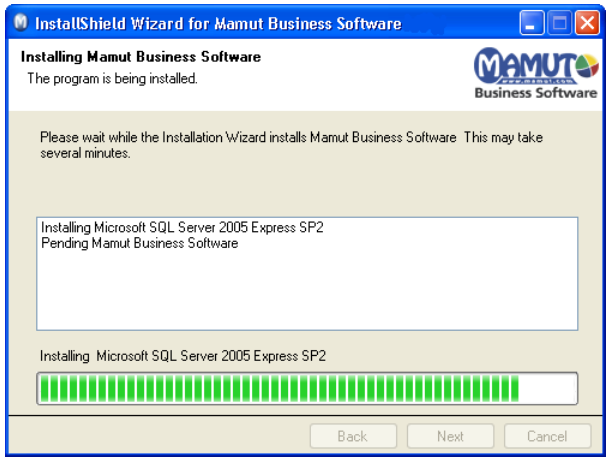


7. The Program is installed:

The program uses Microsoft® SQL Server® database software. If you have not installed a Microsoft SQL Server version already, the installation wizard will install a free version of Microsoft SQL Server 2005 Express edition.

Your Mamut system will now be installed and the program files will be saved to the specified location.

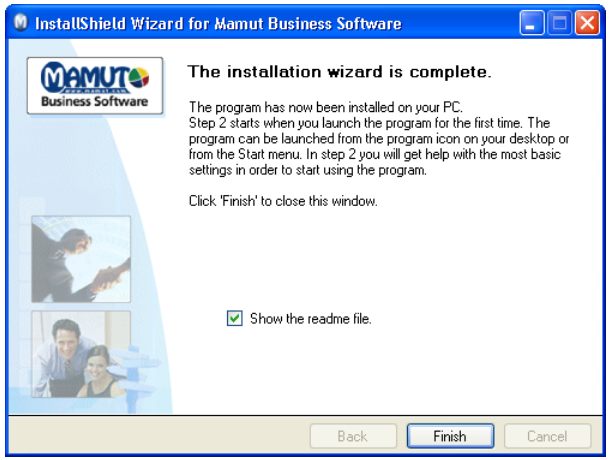
This process may take some time. It is important that you do not cancel this process.



8. The Installation Wizard is complete:

Click **Finish** to complete the installation.

Please restart your computer before you continue.



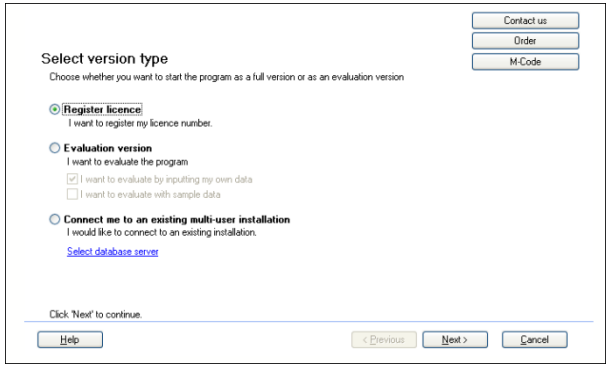
9. Start the program:

Start Mamut Business Software by clicking the shortcut on the desktop or from the Start menu.

The startup wizard will then appear for the first-time startup.

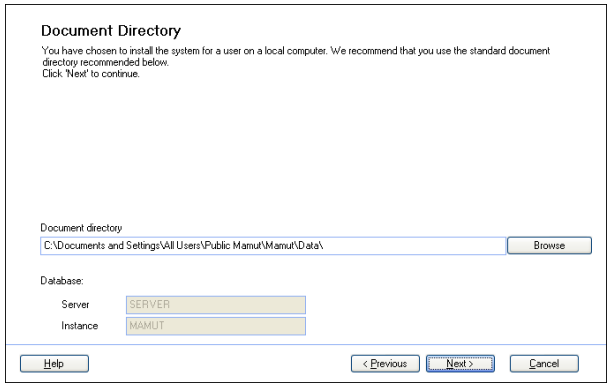
10. Select the version:

Select **Register Licence** and click **Next**.



11. Select Document Directory:

The document directory is used by the system to save document files, picture files, report files and other files that are not part of the database. You can read more about how the systems file structure functions in the chapter "Administrator".
Click **Next** if you wish to use the suggested location.



Click on this icon if you wish to

state another document directory.
Then click **Next**.

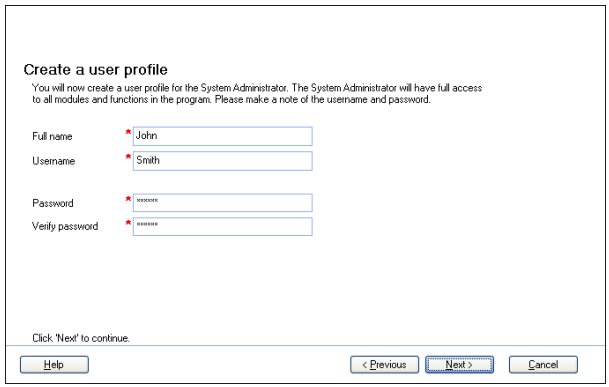
Database: **Server** and **Instance** are created automatically.

You can read more about the database in the chapter "Administrator".

12. Create a user profile:

Enter **Full name**, **Username**, and **password**.

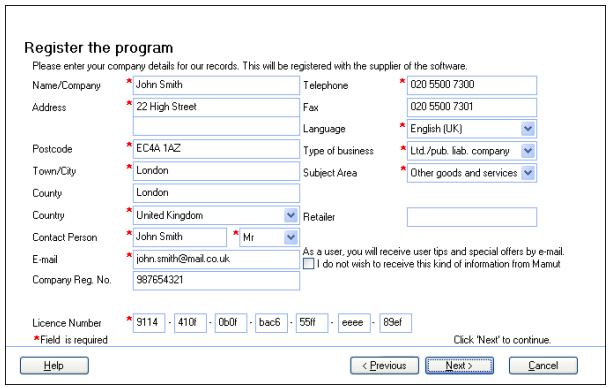
This will be your user profile within the system. Please make a note of your user name and password. You should not use special characters, blank spaces or periods in the user name or password.



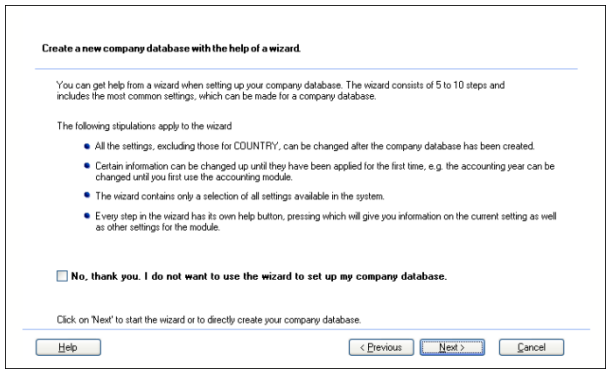
13. Register the program:

Enter all relevant information about yourself and your company. In the **Licence Number** field, enter the licence number that you have received.

Tip! The licence number can be entered using both upper- and lower-case letters. In the licence number, <0> is always a digit, not a letter.
If you do not have a licence number, you can go back and select evaluation version in step 13. You can enter the licence number later under **Help - About** in the program. You can read more about the licence in the chapter "Settings".

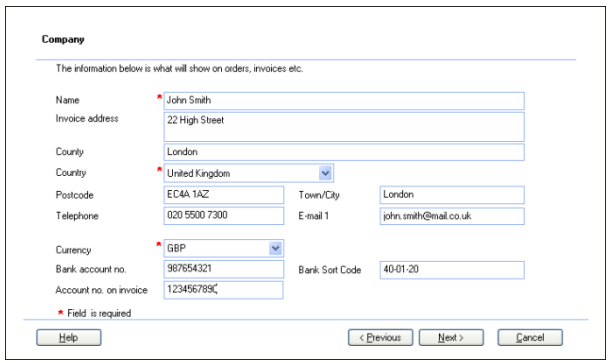


14. Create a new company database:



You can choose to create a new company database with the help of a wizard. The wizard will guide you through the most important settings. Select **No thank you**... if you do not want to launch the wizard. You can read more about the new company database wizard in the program's help files. Press **F1** on your keyboard, or click the **Help** button.

15. Company Settings:

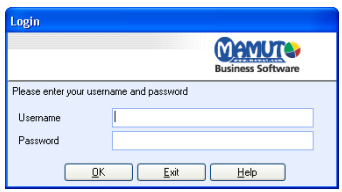


If you have chosen not to use the wizard to create your company database, you must enter the relevant company information in the company settings window before completing the startup.

If you are using a different accounting year you are able to change the start month for the accounting year.

Click **Complete**. The process can take some time.

16. Login:



Log in with the user name and password that you created earlier, and click **OK**.

Complete:

The system is now setup, you have logged in and can now begin using the program.

In the built in help files you can read more about how you can get started.

Network/Multi-user Installation

If you require **network/multi-user installation**, please see the *Introduction: Installation, Settings, Reports and Query* user manual.

If you do not have a hard copy of this manual, it can be downloaded at: www.mamut.com/uk/download/step1.asp?id=116&detID=140

Cash VAT basis: Settings changes required before upgrading when using the cash basis of VAT

If you use the cash basis for VAT you will need to make sure you adjust the settings in Mamut for this before you run the Upgrade tool. To do this, first check to make sure you are on the Cash basis for VAT. If you are certain you are currently using this basis, you can select **View** – **Settings** – **Accounting** within Mamut. Select the **Module Settings** tab and press the **Cash VAT** button. You can now select the VAT periods that should be on the Cash basis for VAT by checking the tickboxes.

WARNING!
Once the upgrade tool is used or you make entries into Mamut, you will not be able to adjust the Cash VAT settings. If have used the upgrade tool or have made entries into MBS without changing the Cash VAT settings as needed you will need to re run the upgrade in a new database with the correct settings. Please contact support for more information about Cash VAT.

Creating Additional Company Databases in Mamut Business Software

When starting Mamut Business Software for the first time, a wizard will help you create your company database. However, if you are using more than one database in your MYOB software, please follow these simple steps to create the number of databases you require.

WARNING!
Mamut defines the accounting year slightly differently from what you may be used to in MYOB. **Therefore, when creating your databases in Mamut Business Software, it is important that you select the year in which your accounting year starts rather than the year in which it ends.** For reporting purposes this difference does not have any impact. For example, if your year runs from April 2009 to March 2010, the year you need to select in Mamut Business Software would be 2009. This is because the start of the year is in April 2009.

A Company database in Mamut represents one account/one unit. Accounting firms usually refer to 'Clients', while for others who handle several companies a database is the equivalent of firms/companies. You can have several company databases in each Mamut installation.

Creating a new Company database during the first-time startup

As part of the first-time startup wizard you will be offered help with setting up a Company database. The first step of the wizard is to enter all Company Settings.

1. Log into the program and select **File - New Company database.** You can also click **New** in the window named **List of Company databases.** This window will open after you have entered the user name and password.
2. Enter an **Alias name**. A company database is registered under an Alias name. This is meant to be a short name for the company database that you use when you log on and are selecting which company database to work in. The alias name can be changed and should not include special symbols, spacing, full stops etc.
3. Select **New company database** from the list of options. This will initiate a wizard that will guide you through the most vital settings.
4. Select whether you wish to make use of the wizard or not. If you decide not to work with the wizard, you should only register your Company settings before the company database is being created. You need to enter the **Accounting Year, First month of the accounting year**, the number of **VAT periods** and the company's **VAT** no.
5. If you are working with the wizard, you will need to enter your Company Settings first.

A new company database has now been created.

Optional: Customise Chart of Accounts in Mamut Business Software

If you would like to have a similar Chart of Accounts in Mamut Business Software compared to what you had in MYOB, you have the option of customisation before you run the upgrade. Although this is not mandatory, spending time on this step will make it easier for you to enter your opening balances during the upgrade, and to recognise all of your accounts as soon as you start using Mamut Business Software.

Note! It is extremely important that you **do not** delete the **9998 Suspense Account**. Deleting this account will cause errors when running the Upgrade Wizard!

Please refer to the Accounting Startup booklet, on the Documentation & Guides section of www.mamut.com/uk/download and www.mamut.com/ie/download for detailed information on how to customise your chart of Accounts.

If you choose not to customise your Chart of Accounts, see the **Appendix** for an overview of the main accounts in MYOB matched to the accounts in Mamut Business Software.

STEP 3: INSTALL MAMUT UPGRADE KIT

Now that you have completed steps 1 and 2, you are able to begin upgrading your data. Please follow the instructions below in their exact sequence. Skipping a step, or not following the procedures, will result in errors. Remember to close Mamut Business Software before you continue.

Note! If your current version of Mamut Business Software is older than version 12, please go to www.mamut.com/uk/mbs12/ to upgrade your software to the latest version, before you start this upgrade process.

You can upgrade from MYOB to Mamut at your own convenience during the accounting year. However, you will reduce your workload if you change systems at the end of the accounting year, since you will only need to enter the opening balances for your Balance Sheet accounts. Changing programs at any other time means that you will also have to enter the balances for your Profit and Loss accounts.

If you wish to transfer data from more than one MYOB company file, you must run the Upgrade Wizard once for each file. You cannot transfer data from multiple MYOB company files using the Upgrade Wizard. Remember that you must also create an empty database in Mamut Business Software for each MYOB company file you wish to transfer from. See page 14 for instructions on how to create new databases in Mamut Business Software.

A. Click on Install Mamut Upgrade Kit

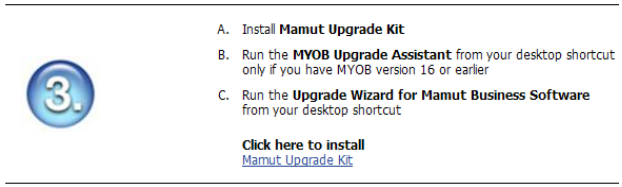
1. Install Mamut Upgrade Kit

After inserting the Mamut CD in your computer's CD/DVD drive, an installation menu will appear on your screen.

If you cannot see the menu after 10 seconds, you can launch the file manually by going to the **Start** menu in Windows® and choosing **Run**.

Enter "X:\Setup" (Replace the X with the letter to which your CD/DVD drive has been assigned).

The installation menu will now appear.

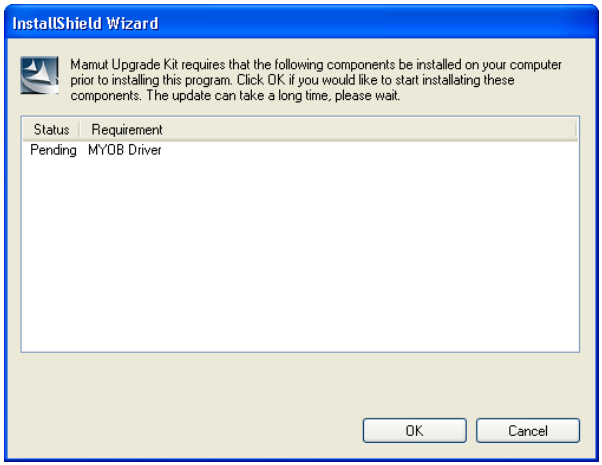


Click on **Mamut Upgrade Kit**.

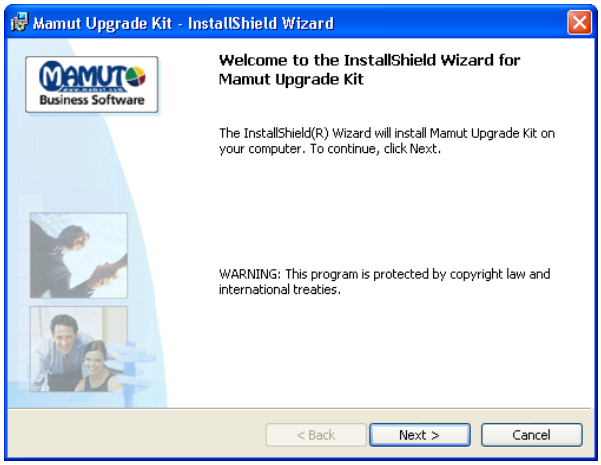
2. Click **OK**

This step will install the MYOB ODBC Driver to your hard drive.

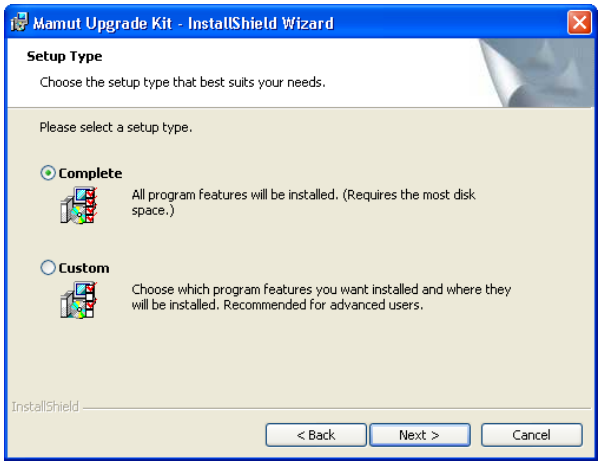
This step will be skipped if you already have the latest version of the MYOB ODBC driver on your computer.



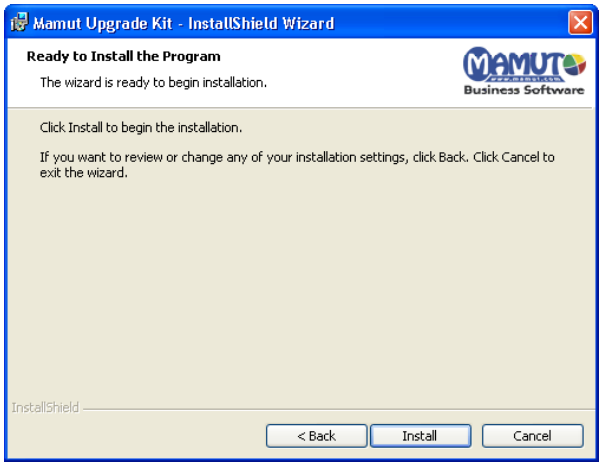
3. Click **Next** to proceed.



4. Click **Next** to proceed.



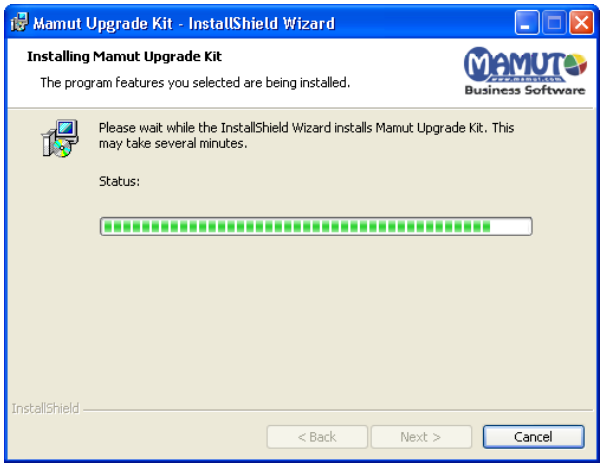
5. Click **Install** to proceed.



6. The Mamut Upgrade Kit is being installed

Running the Mamut Upgrade Kit will do the following:

- Install the drivers your system needs in order for the upgrade to function.
- Open the MYOB Plus Upgrade Assistant, which will prepare your version of MYOB for data transfer to Mamut Business Software.
- Install the Upgrade Wizard for Mamut Business Software icon on your desktop.

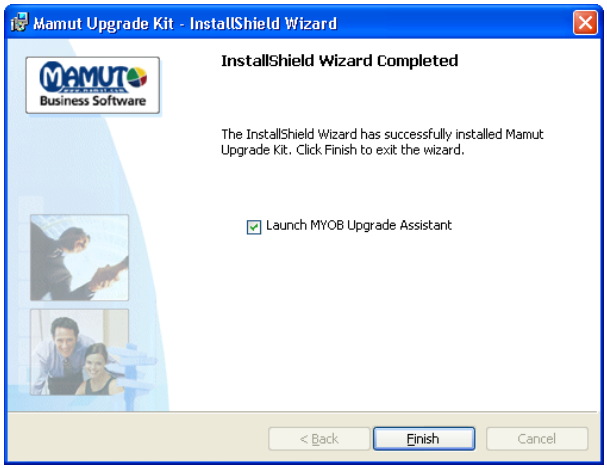


7. The Mamut Upgrade Kit has been installed

Tick **Launch MYOB Upgrade Assistant** if you want to start the MYOB Plus Upgrade Assistant.

Note! Running the Upgrade Assistant is only necessary if you have MYOB version 16 or earlier.

Click **Finish** to complete the installation.



B. Run the MYOB Upgrade Assistant from your desktop shortcut

The MYOB Plus Upgrade Assistant will upgrade your MYOB company file to version 18. This step is only necessary if you have MYOB version 16 or earlier.

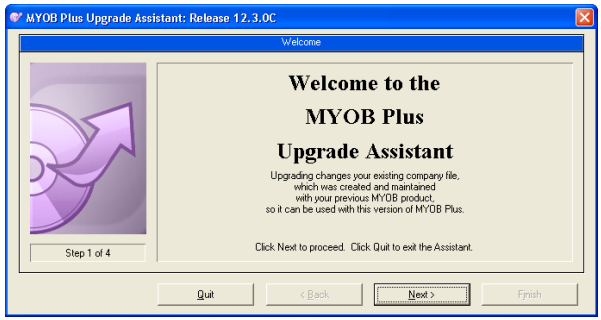
1. Click on Desktop Icon

If you did not tick **Launch the program** during the last step, please double click the **MYOB Upgrade Assistant** icon on your desktop.

2. Welcome to the MYOB Plus Upgrade Assistant

Upgrading changes to your existing company file.

Click **Next** to proceed.



3. Find the File to Upgrade

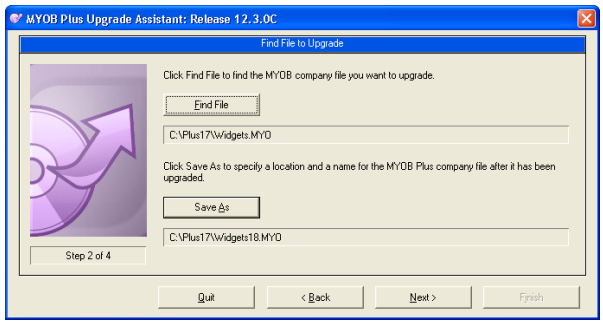
Click **Find File** to browse for the MYOB company file you wish to upgrade.

Please contact your computer administrator if you are unsure about the location of your current MYOB company file.

Click **Save As** to specify a location for the upgraded database. The default location for saving your file will be **C:\Program Files\Mamut Upgrade Kit\MYOB Plus Upgrade Assistant**

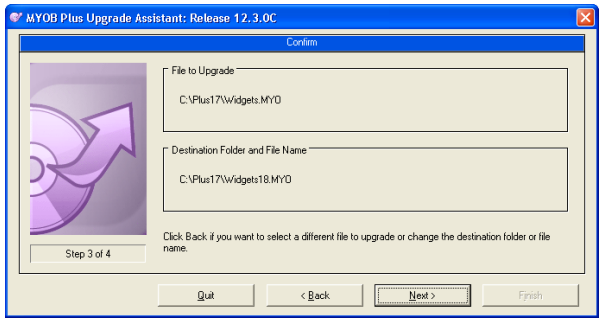
Please note that this is the database you will use when asked by the Upgrade Wizard for Mamut Business Software which MYOB database you wish to transfer your information from.

Click **Next** to proceed.



4. Confirm Your Selection

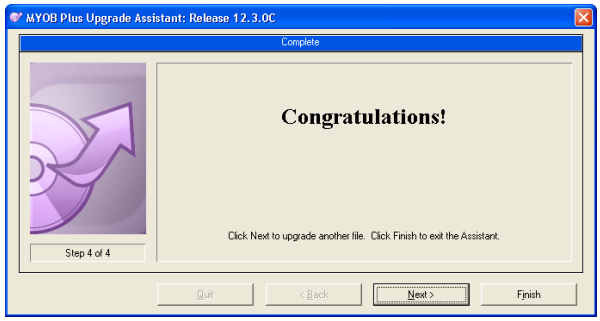
Click **Next** to confirm your selection and destination folder.



5. Finish

The selected database has now been upgraded.

Click **Finish** to exit the Assistant.



C. Run the Upgrade Wizard for Mamut Business Software from your desktop shortcut

The Upgrade Wizard for Mamut Business Software is a tool that Mamut has created specifically for you. It will transfer your most important data and ensure that you have a smooth, simple and quick transition over to Mamut Business Software.

Be sure to read all of the information carefully before you click **Next**. There are a few things you will need to have prepared in order to complete this process, so please give yourself some time for this.

Click on Desktop Icon

Please double click the **MYOB Upgrade Wizard** icon on your desktop.

Note! If running on Windows Vista, right click on the icon and select **Run as administrator**.

Upgrade Wizard for Mamut Business Software

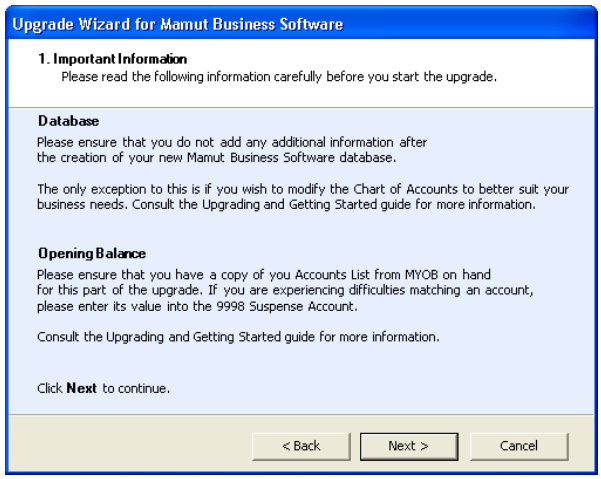
Please read and acknowledge the disclaimer.

Click **Next** to start the Upgrade Wizard.

1. Important Information

Be sure to read all of the information carefully before you click **Next**.

To print out your Accounts List from MYOB, please read the instructions on page 4.

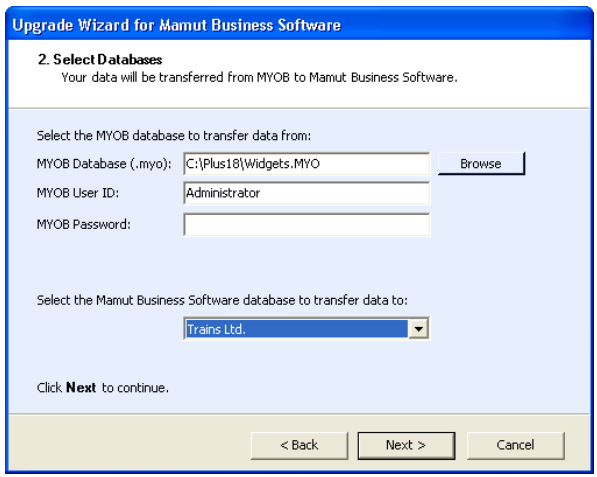


2. Select Databases

In this screen you are asked to select two databases: (1) the MYOB database you wish to transfer your information from, and (2) your newly created Mamut Business Software database you wish to transfer your information to.

Please note that you must supply your username and password for your MYOB database. If you do not have a username or password, leave the fields as they are.

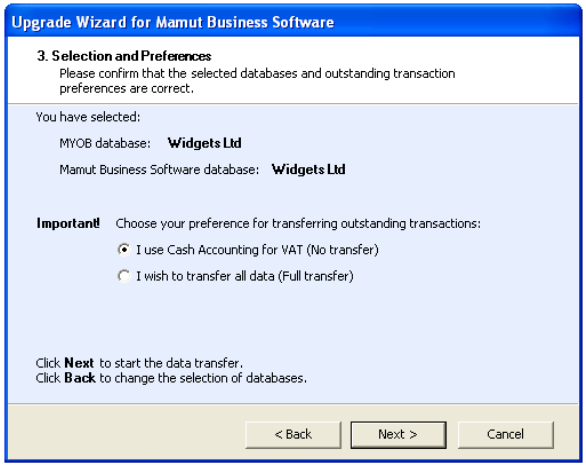
Click **Next** to proceed.



The .myo company file is most likely located in your MYOB folder. The default location for the folder is on **C:** and the name of the folder depends on your MYOB product. For example for Accounting Plus Version 18 users, the name of the folder will be Plus18. For BusinessBasics users it will be named BBasics. Please contact your computer

administrator if you are unsure about the location of your current MYOB company file.

3. Selection and Preferences



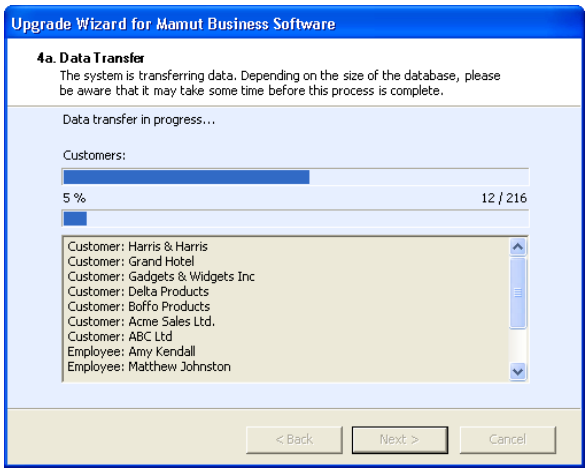
Please ensure that you have made the correct database and outstanding transaction preference selections. If you wish to choose a different MYOB company file or Mamut Business Software database, click **Back** to modify your selection.

Tick the appropriate box if you:
(1) use Cash Accounting for VAT and therefore do not want to transfer your outstanding transactions.
(2) wish to transfer all outstanding transactions.

When ready, click **Next** to proceed.

Please read page 47 on How to activate Cash VAT in Mamut Business Software if this is your outstanding transaction selection.

4a. Data Transfer



Depending on the size of your database, be aware that the transfer may range from taking several minutes to several hours.

You cannot cancel the transfer once it has started. If something unexpected occurs during the upgrade process, you will need to create a new company database in Mamut Business Software and begin this section again.

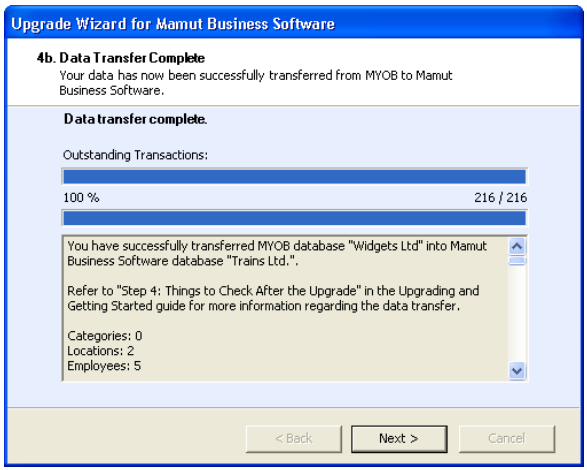
Your MYOB company file will be unaffected.

4b. Data Transfer Complete

You will see a log of the data that has been transferred.

To view a recorded copy of the migration log, you will find the file located at **C:\Program Files\MYOB To Mamut Upgrade Kit\Upgrade Wizard** (to find this folder: go to **Start,** click on **Run** and enter the location in the field).

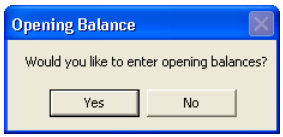
Click **Next** to proceed.



(Optional) Opening Balances

If you wish to enter your opening balances at a later time, click **No** and the wizard will take you to the Finish screen.

Note! To find out how to enter opening balances directly into Mamut Business Software, please read the instructions on page 52.

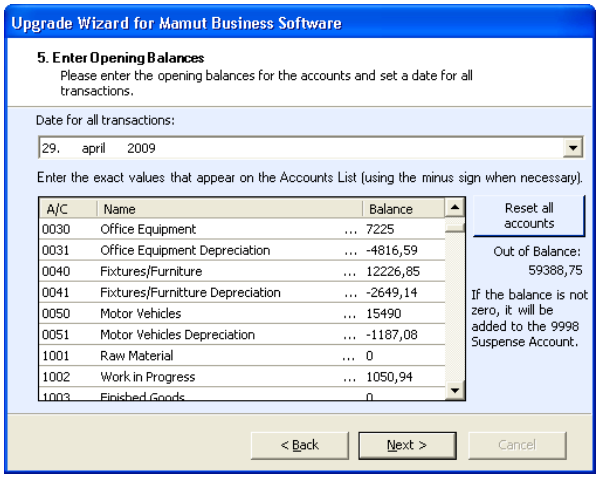


5. Enter Opening Balances

Remember to have a copy of your Accounts list available beside you for this step. To find the Accounts List, open your MYOB software and go to **Reports – Accounts** tab **- Accounts List Detail –** enter the date to report to (your year end for example) - **Finishing (**tick 'Detail Accounts Only') **– Print** or **Display** button for a full listing of your accounts.

If you have customised your Chart of Accounts in Mamut Business Software, you will see your adjusted list here. If you did not customise the list, it will look like the list shown here. For a printed copy of the default Mamut accounts see the **Appendix**. For every account simply enter the amount in the value field. If you are experiencing difficulties matching an account, place that value into the **9998 Suspense Account**.

Click **Next** to proceed.

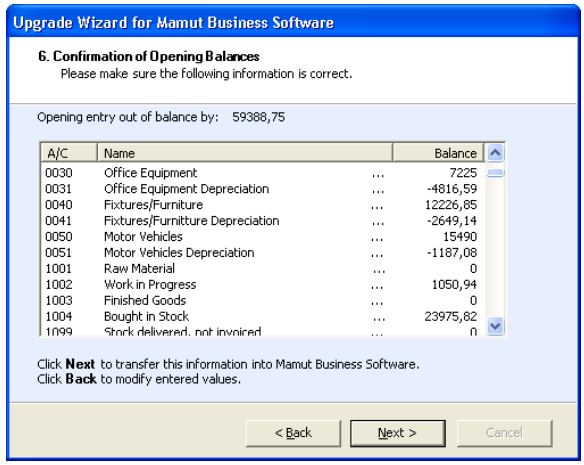


6. Opening Balance Confirmation

Make sure that you have entered the correct balances into your accounts. If everything is correct, you will see that your opening entry is not out of balance.

Click **Next** to proceed.

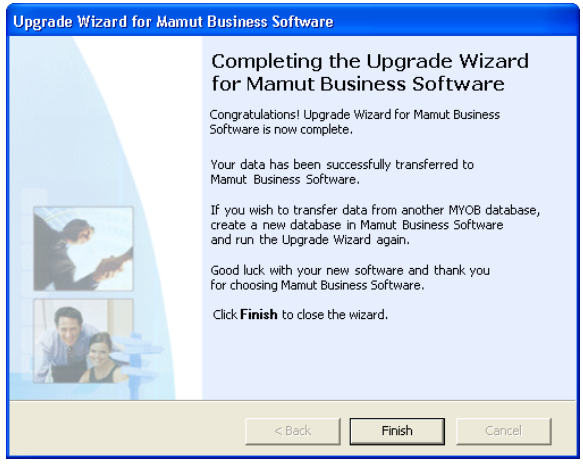
If there is an amount showing in the Opening entry out of balance by field, an amount may have been entered incorrectly. This value will be placed in a temporary account for your attention in Mamut Business Software (Suspense N/C 9998. Once within the program, you will be able to allocate this amount to the appropriate account by creating a simple journal entry.



Finish

Click **Finish** to quit the Upgrade Wizard.

Congratulations and good luck with your new Mamut software!



Upgrade Additional Databases

If you have more than one MYOB company file that you want to transfer to Mamut Business Software, you will need to run the Upgrade Wizard again.

Remember that you will have to create one empty database in Mamut Business Software for every MYOB database you wish to transfer data from.

Tip! You can see a summary of the upgrade in the **Migration.log**, log file. This can be found in the folder where you installed the Mamut Upgrade Kit.

STEP 4: THINGS TO CHECK AFTER THE UPGRADE

Your Transferred Data

Below is a list of all data that has been transferred by the Upgrade Wizard for Mamut Business Software. In addition, you are able to see where you can find the data in your new software. The MYOB terminology is in brackets.

Terminology in Mamut Business Software (MYOB terminology)	How to Find the Function in Mamut Business Software
Customer, Supplier, Private (Personal)	**View – Contacts – Contact Management**
Name Invoice/Delivery Address (Location: Address 1/Address 2-5)[1] Street (Address) Town/City (Town) County Postcode Country[2] Telephone (Phone No.1 and Phone No. 2) Fax E-mail Our Ref. (Salesperson) Contact Type (Card type) User Defined Fields (Customer List 1, 2, 3 and Custom Field 1, 2, 3)[3] Group (Identifiers) Notes	Press next to the address field to see all the addresses
Contact Person (Contact) Salutation Telephone (Phone No.1) Fax E-mail1 (Email)	**Contact Persons** tab
Outstanding Transactions on Contacts[4]	**Accounting tab** (on contacts with outstanding transactions). Press to see the value in the original currency. **View – Accounting – Customer Ledger** or **Supplier Ledger** (a list of all outstanding transactions).

	Note! This will not be transferred if you have ticked **I use Cash Accounting for VAT** in the Upgrade Wizard
Project (Jobs)	**Project** tab
Inactive (Inactive Cards) WWW (Website) VAT No. (VAT ID Number)	**Other Info.** tab
Payment Terms (Payment is Due) [5] Delivery methods Currency Account on hold (Credit on hold) Customer credit Supplier's credit	**Settings** tab. Click **Customer** or **Supplier** **Settings** tab. Click **Customer & Supplier**
Employees	**View – Employee Register**
Empl ID (Card ID) Firstname Surname Telephone (Phone No. 1) E-mail Gender (Sex) Inactive (Inactive Card)	
Permanent/Temp. address/Project adr. (Address 1/2/3) Street (Address) Town/City (Town) County Postcode Country Mobile Phone 1 (Phone No. 2) Mobile Phone 2 (Phone No. 3)	**Human Resources.** Click on **Contact Information** Click to choose among the addresses **Human Resources.** Click on **Contact Information**
Products (Items and Activities*)	**View – Product – Product Register**
Product No. (Item Number) Product Name (Name) *Both the Item Number and the Name of Activities get transferred from MYOB to the Product Name field of Mamut Business Software. Unit (Selling Unit of Measure) Qty. per Unit (Number of Items per Selling Unit) Input VAT (VAT Code When Bought)	

Output VAT (VAT Code When Sold)	
Purch. price (Standard Cost or Last Purchase Price) *If **Use standard cost as the default price on Purchase Orders and Purchases** is ticked, Standard Cost is transferred to Purch. Price. If the mentioned settings is not ticked, Last Purchase Price is transferred to Purch. Price.	**Price** tab
Cost Price (Average Cost)	
Sales price (Base Selling Price)	
Def. w.house (Default Receive/Auto-Build From Location)	**Warehouse** tab
Supplier No. (Card ID) Supplier (Primary Supplier for Reorders) Sup. prod. no. (Supplier Item Number)	**Supplier** tab
Component is a part of the product bundle (Component of Auto-Build item)	**Product bundles** tab **Note!** Only products that are part of a product bundle will have this box ticked
Product Information (Description) Sales Information (Custom List and Custom Field)	**Product Information** tab
Inactive (Inactive Item)	**Miscellaneous** tab
Stock (Stock Control)	**View - Warehouse – Warehouse**
Stock (Quantity on Hand) – linked to warehouse	**View – Warehouse – Warehouse - Stock**
Warehouse (Locations)	**View - Warehouse – Warehouse - Warehouse Register**
Projects (Jobs)	**View – Project – Project Register**
Name (Name, Job Number)	
Contact (Linked Customer)	**Contacts** tab
Departments (Categories)	**View – Settings – Company – Company Settings** tab **- Properties Register – Departments – Edit**
Opening Balances – optional, manual entry	**View – Accounting –Financials –** click on + in front of **Opening Balances –** click on + in front of **Period 1 -** click on OB2. (If you have ticked **I use Cash Accounting for VAT** it will be listed under OB1).

Tip! You can re-create your build items using the **Product Bundle tab** in the **Product Register** within Mamut Business Software.

Addresses on Contacts (Cards)[1-2]

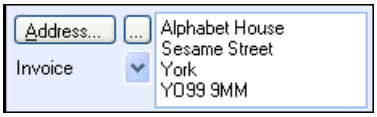
Contact Persons[1]

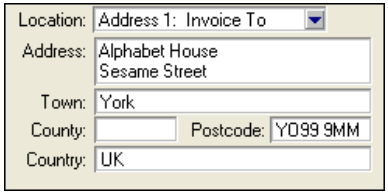
Each card in MYOB can have up to 5 different addresses and each of these addresses can be linked to unique contacts with corresponding card information. All of these addresses will be transferred in to Mamut Business Software. However, since the program naturally works a little differently, the contact persons will be attached to the contacts but not linked to each address.

To better explain this we have created an example for you:

Mamut Business Software	MYOB

Each adress from MYOB has been transferred to the address field of the contact in Mamut Business Software.

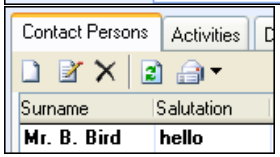




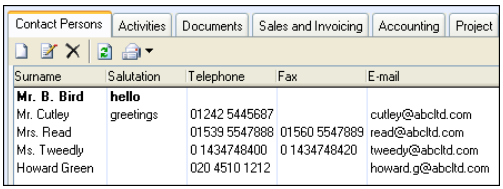
For contact person belonging to address 1, all contact information except **Name** and **Salutation** will be transferred to the main contact card[1]. **Name** and **Salutation** will be transferred to **Contact Persons[2].**

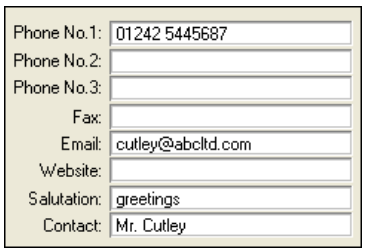
1

2



The contact information belonging to address 2-5 in MYOB will be transferred to **Contact Persons.**





Country Field[2]

The Country field is set as a default based on the country of the Mamut Business Software database, for the following scenarios:

1. If the field was not populated in MYOB.
2. If the field was populated in MYOB, but the country did not match up against the list available in Mamut Business Software.

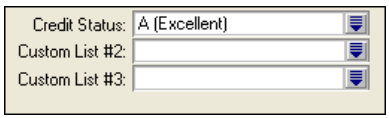
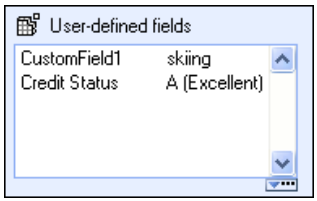
In the case where the country did not match up to the list in Mamut Business Software, scenario 2, a note will be created in the migration log. We recommend that you manually change the countries noted in the log to ensure your contacts are associated with the right country in the future.

User Defined fields (Customer List/Field)[3]

The **Custom Field** and **Custom List** for cards in MYOB will be transferred to **User-defined fields**.

For **Custom Field**, it is only the content of the field that will be transferred. The name of the field will remain CustomField(no.).

For **Custom List** both the name and the content will be transferred. A similar transfer will occur with products - in that case data will be transferred to the Product List.

MYOB	Mamut Business Software
Custom Field **Custom List**  	

Outstanding Transactions[4]

To check that your outstanding transactions have transferred through correctly, see the following:
Opening Invoices – Debtors: Go to **View - Accounting – Customer Ledger**.
Opening Invoices – Creditors: Go to **View - Accounting – Supplier Ledger**.

You may also view a summary of your outstanding transactions: **View - Accounting – Financials**, click the '+' boxes for **Opening balance** and **Period 1**, and then click on **OB1**.

If you ticked off **I use Cash Accounting for VAT** in the Upgrade Wizard, outstanding transactions are not transferred.

Please note that the **Due Date** for an outstanding invoice is the date the invoice was created (Invoice Date in MYOB).

Payment Terms[5]

The Upgrade Wizard is not able to transfer all different payment terms. After the upgrade, please double check customer and supplier payment terms (found under **View - Contacts – Contact Management – Settings** tab) for each contact and amend as needed.

Mamut Business Software	***MYOB***
Cash on delivery	C.O.D.
Prepaid	Prepaid
Net ## Days	In a Given No. of Days
Net 14 Days	On a Day of the Month
Net 14 Days	No. of Days after EOM
Net 14 Days	Day of Month after EOM

Currency

The Upgrade Wizard's migration log will show if any outstanding transactions were not transferred to Mamut Business Software due to incorrect or unrecognised currency codes. This log can be found under C:\Program Files\Mamut Upgrade Kit\Upgrade Wizard.

Foreign Currency in your Outstanding Transactions

Please note that all transactions that have been transferred will appear in the currency of your company database. There will be a slight exchange rate difference.

Unrecognised Currencies on your Contacts

In the case that a currency was not recognised or accepted for certain contacts, the base/local currency will have been selected for them during the data transfer process.

Stock

It is possible to display stock with up to 3 decimals. In order to activate this option you must change the settings. Go to **View - Settings – Company – Settings per Module – Product – Warehouse handling – Number of decimals for warehouse unit** and make your selection from the drop-down list.

Tip! If you are not certain about how something is transferred, or if you need to change settings in Mamut to reflect the way you worked in MYOB and are unsure about it, please contact our support department or attend a training session in your area.

Chapter 2: Exploring the program

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Banking /Bank 35
Sales/Sales 36
Time Billing / Time Sheet Input 37
Stock Control / Product and Warehouse 38
Card File / Customer Service 39
VAT 40

MYOB – MAMUT COMPARATIVE TERMINOLOGY LIST

The terminology in Mamut Business Software is somewhat different than what you are used to in MYOB. For this reason we have created a terminology list just for you.

For your convenience, this section of the guide is divided according to the different Command Centres in MYOB. This way, you can easily find your favourite features from your old software.

A ***Command Centre*** in MYOB is translated to a ***Focus Area*** in Mamut Business Software, and a **Task** in MYOB is equivalent to a **Function** in Mamut terms.

Accounts / Accounting

Terminology in MYOB	Terminology in Mamut Business Software	How to Find the Function in Mamut Business Software	Link to FAQ / Help on www.mamut.co.uk/support Use the article number as the search word
Accounts list	**Charts of Accounts**	**View – Accounting – Charts of Accounts**	
Record Journal Entry	**Journal Entry**	**View – Accounting – Journal Entry – New**	**Search for 1005610**
Transfer money	**Journal Entry** These transactions will need to be recorded as journal entries	**View – Accounting – Journal Entry – New** (Credit the account you are transferring from and Debit the account you are transferring to)	**Search for 2022578**
Transaction Journal	**Financials**	**View – Accounting – Financials – Nominal ledger – Journal list / Nominal ledger**	
Month end, Year end and VAT	**Financials**	**View – Accounting – Period End** **Or** **View – Accounting – Year End**	**Search for 2023609 & 2023615**

Banking /Bank

Bank Register	**Financials**	**View – Accounting – Financials – Nominal ledger – Journal list / Nominal ledger** **(Select the bank account in question to see the detail of the account.)**	**Search for 2023612**
Prepare Bank Deposit	**Journal Entry** For details on how to do this please refer to the link on the right	**View – Accounting – Journal Entry – New**	**Search for 2023611**
Print Cheques	**N/A**	Not a feature in Mamut Business Software at the moment. If you require this contact support for a custom report that will allow this functionality	**Search for 2023613**
Print/Email Remittance Advices	**Supplier Ledger**	**View – Accounting – Supplier Ledger – Print**	**Search for 2023614**
Print receipts	**N/A**	Not a feature in Mamut Business Software at the moment	
Receive money	**Journal Entry** These transactions will need to be recorded as journal entries	**View – Accounting – Journal Entry – New**	**Search for 2022169**
Reconcile Accounts	**Bank Reconciliation**	**View – Accounting – Bank Reconciliation**	**Search for 2022208 &** **2023616**
Spend money	**Journal Entry** These transactions will need to be recorded as journal entries	**View – Accounting – Journal Entry – New**	**Search for 2022169**
Transaction Journal	**Financials**	**View – Accounting – Financials – Nominal ledger – Journal list / Nominal ledger**	
Currency	**Settings**	**View – Accounting - Currency**	**Search for 1005854**

Sales/Sales

Enter Sales	**Either by Sales/Invoicing or by the Accounting tab in Contact** (note if accounting tab is used no invoice printout is produced)	**View – Sales/Invoicing – Order Registration** Alternatively if no invoice printout is needed **View – Contact-Contact Management - Accounting tab - New**	**Search for 2023296**
Print/Email invoices	**Invoicing**	**View** – **Sales/Invoicing** – **Order Registration** – **List** button – Choose customer - **Invoice** button choose the type of invoice you need – **Send to** printer or E-mail	**Search for 1005702**
Print/Email Statements	**Reports**	**File – Print – Cust. Supplier ledger – Customer Statement**	
Receive Payments	**Default Receipts/Payments A/C**	**View – Accounting – Customer Ledger –** Choose customer – **Receipts/payments button**	
Sales Register	**(a.) Financials** **(b.) Reports**	**(a.) View – Accounting – Financials – Nominal ledger – Journal list / Nominal ledger** (select your sales nominal accounts and click on the **Transactions details** tab) **(b.) File – Print – Sales and Invoicing – Invoice List**	**Search for 2023617**
Transaction Journal	**Financials**	**View – Accounting – Financials – Nominal ledger – Journal list / Nominal ledger**	

Time Billing / Time Sheet Input

Activities List	**Company settings**	**View – Settings – Company – Properties register – Time code register – Edit - New** To create a product to link: **View** – **Product** – **Product Register** – **List** button – Choose **Work/Service** from the second drop-down menu.	
Activity Log	**Timesheet input**	**View –Time sheet input –Time sheet input - List**	
Enter Activity Slip / Enter Time sheet	**Timesheet input**	**View –Time sheet input –Time sheet input - New**	**Search for 2021901**
Prepare Billing Invoice	**Timesheet input**	**View –Time sheet input –Time sheet input – Transfer to Order / project module**	**Search for 2023618**
Transaction Journal	**Financials**	**View – Accounting – Financials – Nominal ledger – Journal list / Nominal ledger**	

Stock Control / Product and Warehouse

Items list	**Product List**	**View – Product – Product Register – List** **or** **View – Warehouse - Warehouse**	
Items Register	**Product Register**	**View – Warehouse – Warehouse - Stock Movements and reservations**	
New Item	**Product Register**	**View – Product – Product Register – New** To specify if an item is either a product bundle (built item) or a component part, select the relevant option from within the Product Bundles Tab	**Search for 1005750**
Build Items	**Product List**	**View – Product – Product Register – List** button - Choose **Product Bundles** from second drop-down menu. Click into the **Warehouse** tab and click on **Assemble** or **Disassemble** as appropriate	**Search for 1005691**
Count Stock & Adjust Stock	**Stocktaking**	**View – Warehouse – Stocktaking** To post value adjustments to your accounts when changing stock quantity, you will need to activate the preference as per the instructions below. If not, the stocktaking option will only adjust the quantity of your stock items and not the value **View – Settings – Company – Settings per Module – Product – Price Processing –Expense product to P/L when items are removed from stock**	**Stock in Mamut** (ftp://dl.mamut.com/download/mbs/doc/uk/Product_Cost_uk.pdf)
Locations	**Warehouse Register**	**View – Warehouse – Warehouse – Warehouse register.**	
Move items	**Transfer products**	**View – Warehouse – Warehouse – Stock –Transfer to another warehouse** button.	

Receive Items	**Purchase List**	**View – Purchase Order – Purchases – List** button, select a purchase and click **OK** - Choose **Received** from the first drop-down menu and **Save**	**Search for 2023174**
Set Item Prices	**Price**	**View – Product – Product Register – List** button – Choose Product – Choose **Price** tab To change Sale prices of more than one item: **Product & Warehouse – Price Adjustment**	
Transactional Journal	**Financials**	**View – Accounting – Financials – Nominal ledger – Journal list / Nominal ledger.**	
Custom price levels	**Product Register**	**View – Product – Product Register - Discount**	**Search for 2022252 &** **1005584**

Card File / Customer Service

Cards List	**Contact**	**View - Contacts – Contact Management – List** button.	
Contact Log	**Activities**	**View – Contacts – Contact Management – List** button to choose the contact and select the **Activities** tab	**Search for 1002917**
Create Personalised letters	**New Document**	**View – Document – New Document.** To create a standard Template **View – Document – Document Templates – New.**	
Print Mailing Labels	**Address Labels**	**File - Print – Contacts – Address Labels.**	

VAT

United Kingdom					
How it should look in MYOB		**How it will look in Mamut Business Software**			
VAT Code	**Description**	**Items**		**Customers**	**Suppliers**
		Output VAT	Input VAT		
A	Lower	Sales Low	Purchase Low	Domestic*	Registered*
E	Exempt	Sales Zero	Purchase Exempt	VAT Exempt Customer*	No VAT/VAT Exempt*
ECP	EC Purchase VAT		Purchase Standard 17.5%		Import from EU*
ECS	EC Sales VAT	Sales Standard 17.5%		Export EU*	
N-T	No Tax	None	None	VAT Exempt Customer*	No VAT/VAT Exempt*
S	Standard	Sales Standard 17.5%	Purchase Standard 17.5%	Domestic*	Registered*
X	Old Standard	Sales Standard 15%	Purchase Standard 15%	Domestic*	Registered*
Z	Zero Rated	Sales Zero	Purchase Zero	VAT Exempt Customer*	No VAT/VAT Exempt*
Any VAT codes that do not fit the criteria (if code is 0% rated)		Sales Standard 17.5%	Purchase Standard 17.5%	VAT Exempt Customer*	No VAT/VAT Exempt*
Any VAT codes that do not fit the criteria (if code has value greater than 0%)		Sales Standard 17.5%	Purchase Standard 17.5%	Domestic*	Registered*
If VAT field was never active		Sales Standard 17.5%	Purchase Standard 17.5%		
EC customer / supplier is ticked				Export EU	Import from EU
Neither EC customer / supplier nor Use Customer's / Supplier's VAT Code is ticked				Domestic	Registered

* **EC Customer/Supplier** is not ticked and **Use Customer's / Supplier's VAT Code** is ticked in MYOB

Ireland					
How it should look in MYOB		**How it will look in Mamut Business Software**			
VAT Code	**Description**	**Items**		**Customers**	**Suppliers**
		Output VAT	Input VAT		
A	Lower Rate	Sales Low	Purchase Low, Resale	Domestic*	Registered*
A1	Lower Rate Expenses		Purchase Low, Expenses		Registered*
B	Medium Rate	Sales Medium	Purchase Medium, Resale	Domestic*	Registered*
B1	Medium Rate, Expenses		Purchase Medium, Expenses		Registered*
E	Exempt	Sales Zero	Purchase Exempt, Resale	VAT Exempt Customer*	No VAT/VAT Exempt*
E1	Exempt, Expenses		Purchase Exempt, Expenses		No VAT/VAT Exempt*
ECP	EC Purchase VAT		Purchase Standard, Resale 21%		Import from EU*
EP1	EC Purchase VAT, Expenses		Purchase Standard, Expenses 21%		Import from EU*
ECS	EC Sales VAT	Sales Standard 21%		Export EU*	
N-T	No Tax	None	None	VAT Exempt Customer*	No VAT/VAT Exempt*
S	Standard	Sales Standard 21%	Purchase Standard, Resale 21%	Domestic*	Registered*
S1	Standard, Expenses		Purchase Standard, Expenses 21%		Registered*
X	Old Standard Rate	Sales Standard 21.5%	Purchase Standard, Resale 21.5%	Domestic*	Registered*
X1	Old Standard Rate, Expenses		Purchase Standard, Expenses 21.5%		Registered*
Z	Zero Rated	Sales Zero	Purchase Zero, Resale	VAT Exempt Customer*	No VAT/VAT Exempt*
Z1	Zero Rated, Expenses		Purchase Zero, Expenses		No VAT/VAT Exempt*

Any VAT codes that do not fit the criteria (if code is 0% rated)	Sales Standard 21%	Purchase Standard, Resale 21%	VAT Exempt Customer*	No VAT/VAT Exempt *
Any VAT codes that do not fit the criteria (if code has value greater than 0%)	Sales Standard 21%	Purchase Standard, Resale 21%	Domestic*	Registered*
If VAT field was never active	Sales Standard 21%	Purchase Standard, Resale 21%		
EC customer / supplier is ticked			Export EU	Import from EU
EC customer / supplier is not ticked and 'Use Customer's / Supplier's VAT Code' is not ticked			Domestic	Registered

* Non-EC Customer/Supplier and 'Use Customer's / Supplier's VAT Code' is ticked in MYOB

Note! In most cases, the grey fields seen above have been defaulted to the standard VAT rate of your country.

Chapter 3: Getting Started

In this chapter:

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GET STARTED WITH SETTINGS

Before you use the system in detail, it is recommended that you check all settings and adjust the system for your own use.

The first time you start the system, a wizard will automatically appear. It will guide you through the most important steps when creating a company database. These settings can also be set manually as described below.

Note! Some settings cannot be changed once you have started recording data. Therefore it is important that you consider and specify the correct settings before you begin. This applies to the **First month of accounting year** (point 3) and **Common journal entry numbering across all journal types** (point 5).

1. Company Database Settings

Select **View – Settings – Company**. The settings will open automatically when creating a new company database. The information that is entered here will be used when creating quotations and orders, and will be reflected on reports containing company information.

2. Financial Information

Under **View – Settings – Company – Company settings – Financial settings** you register your company's bank account number, account number for invoices and the organisations number. You must also specify whether your company is registered for VAT or not, and what currency you will use.

3. Accounting Settings

When creating a company database, you will be asked what the first month of the accounting year is. In many instances the first month of the financial year should be set as April, even if you begin using the program in January for example. If you wish to use a different accounting year, you are able to select the desired start month. With different accounting years, period 1 is the first month you select as the start month.

Under **View – Settings – Accounting** you will find several tabs in which you can specify settings for the accounting modules within the program. Go through all tabs to check that the settings for each button are appropriate for your preferences and requirements. To change the accounting year press the edit icon in the top right of the window. To activate **Cash VAT**, press the button for Cash VAT and then tick each month that should use Cash VAT. For further information regarding this please read the following section "Settings that will give you the same functionality as in MYOB".

4. Number Series

Before using the program, you should decide whether you are going to define your own number series. Number series for Invoices, Purchases, Contacts, Credit Notes, Suppliers, Orders, Products, etc, can be set under **View – Settings – Company – Company Settings – Number Series**. It is possible to enter the first number before you begin recording data, *after which you can only alter the most recently used number*. We recommend you keep the suggested number series. Never the less, if you wish to make changes, you must ensure that there is a large enough interval between the number series.

5. Common or Separate Journey Entry Numbering for Journal Types

By default, the program uses separate number series for each journal type. If you want your journals to be numbered continuously regardless of the journal type, select **Common number series for all journal types**. Specify this setting under **View – Settings – Accounting – Accounting settings – Journal type settings and number series – Series of entry numbers.**

6. Charts of Accounts

Within the chart of accounts you will find all available Nominal Codes (N/C) that can be used to manage journals. The chart of accounts shows all possible settings for each N/C, as well as the N/C's position in the layout of accounts. You can add new N/C's and edit existing ones as required. To open the chart of accounts select **View – Settings – Accounting – Module Settings - Chart of Accounts**.

7. Properties Register

The properties register is a register consisting of numerous definable groups, categories, and variables that are used in one or several parts of the program. Select **View – Settings – Company – Company Settings – Properties Register**. You are able to adjust and enter new values into the register by selecting an item **in the list and then clicking on New** or **Edit**.

8. Settings per Module

For each individual module within the program, you can specify settings that will apply to the company database. Select **View – Settings – Company – Settings per module.**

9. Users and Users Permissions

Under **View – Settings – Security – User Administration** you can create users that will have access to the system**.** All users must have their own user profile with individual user names and passwords. You can link the user to their employee details by using the **Link to employee** drop-down menu. If the user is not yet registered as an employee, this will be done automatically by choosing the default value **Create employee**.

Once you have created users, you can give them specific user permissions within the program. You can do this under **View – Settings – Security – Manage Access Templates**.

10. User Settings

All users can adapt modules and windows to meet their individual requirements. They can do this by deciding which functions, columns, and fields shall be shown, if they would like to have integration with Microsoft Outlook, as well as default values. You can specify these settings on the **Settings per module** tab under **View – Settings – User**, or by clicking **User settings** within the various modules.

P.S. If you cannot find particular functions within a module, it is likely that this function has not been selected within **User settings**. When beginning to work within a module, select the functions that you would like to have available.

SETTINGS THAT WILL GIVE YOU THE SAME FUNCTIONALITY AS IN MYOB

Activate Cash VAT

When installing Mamut Business Software for the first time, cash VAT accounting can be activated in the settings found under **View – Settings – Accounting – Module Settings – Cash VAT** . All transactions such as raising invoices, posting purchase invoices, cash transactions, payments and VAT, will be calculated and transferred to the system's VAT return as per the accepted Cash VAT accounting principles.

Note! The system will only allow a change between Cash VAT and Standard VAT at the beginning of a VAT period, which has no postings. If postings have been made, the VAT scheme can be changed in the next VAT period which does not contain any postings.

How to change from Cash VAT to Standard VAT:

1. Select **View - Settings - Accounting**
2. In the **Modules Settings** tab Click **Cash VAT**
3. Check the VAT periods from when Cash VAT accounting will apply
4. Click **OK** once the desired periods have been selected and close the accounting settings window

Your chosen periods will now be calculated and transferred according to Cash VAT accounting principles.

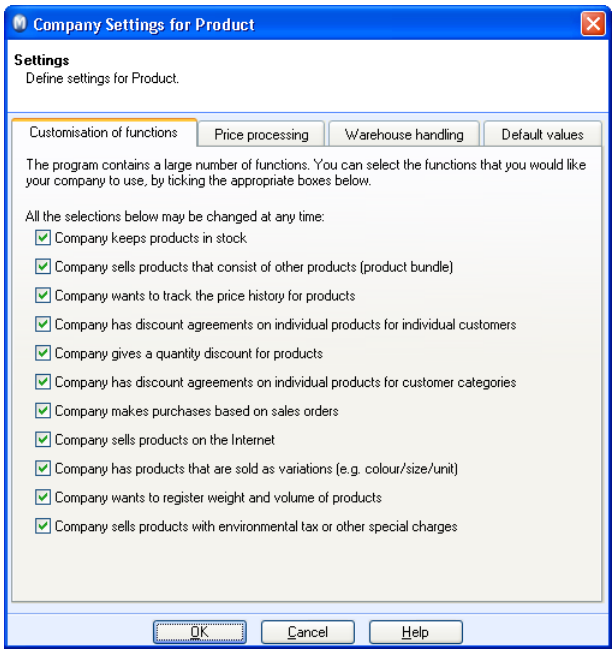
Note! The following limitations exist when using the Cash VAT option in the software:

1. Opening balance journals for outstanding invoices need to be entered as a separate journal for each invoice that is outstanding. The journal for the outstanding amount will need to have a line for the revenue or expense and also the VAT element.
2. The edit option within the financials to change a journals VAT treatment does not function.
3. A VAT return must be printed before the Detail VAT return is printed.

For further information regarding these limitations please contact support.

Create Product Bundles, Keep Stocks and/or Enable Automatic Posting of Stock Value

To enable **stock handling** and have the ability to create **product bundles**, the functions will have to be specified in the company settings for product. This can be done via **View – Settings – Company – Settings per Module – Product**.



Under the Customisation of functions tab tick the following options:

- **Company keeps products in stock** (Please see section below about stock for more details).
- **Company sells products that consist of other products**.

Important Information about Stock Settings in Mamut

Mamut uses two methods to account for stock in the accounts. These methods are:

A. Recognising any purchase of stock as an expense straight away on the Profit and Loss.

B. Recording stock as an asset on the balance sheet.

Each of the two methods used to account for stock are explained below.

A. Record Stock as an Expense straight upon purchase

This is the default setting in Mamut and is the method used unless you change your settings. This method records the stock as an expense in the accounts at the time of inputting the purchase invoice. Using this method no amount is recorded on the Balance Sheet for stock. The amount is only posted to Materials purchased expense.

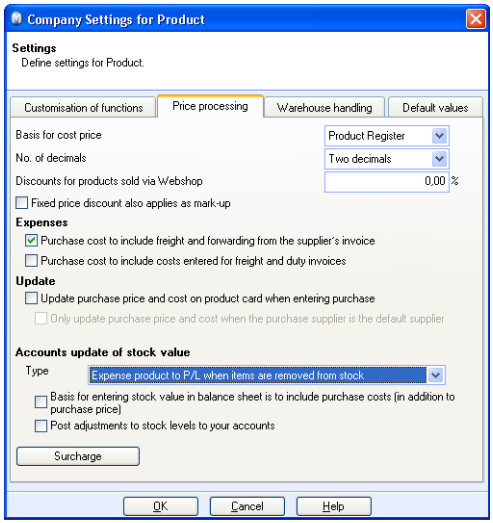
This alternative is most appropriate for businesses with a small warehouse and who are able to post changes to their stock as part of regular stock counts. This method will not give a value of your stock in the balance sheet. To record the value of stock in the balance sheet you would need to make a manual entry after each stock count.

B. Record stock as an asset on the balance sheet

This method is the most common way to account for stock in the UK and is available in **Mamut E5**. To use this method you will need to change your settings in the software for the option **Expense product to P/L when items are removed from stock** (read on to find out how). It is also important to note that you will need to change these settings before you enter your stock amounts into the system.

Method (b) ensures **all** stock items are recorded in the stock account on the balance sheet when purchases are entered. When stock is sold the amount of stock sold is expensed on the profit and loss. This is the common way of recording stock and is the default used in MYOB. Journal entries for all movements in and out of the warehouse will be posted in your ledgers automatically. The stock value of a product will also automatically be added to the Balance Sheet based on the product's purchase price reported in the stock movement and any reported purchase costs that might affect the posted stock value.

The setting to change to allow this method (b) is found in **View – Settings – Company – Settings per Module – Product – Price processing** under the **Accounts update of stock value** heading. Under the **Type** drop-down list you will find three choices, select **Expense product to P/L when items are removed from stock**.



Note! It is not advised that you tick the option '**Post adjustments to stock levels to your accounts'**. Activating this setting will mean both methods explained above are used. This will lead to two extra journal lines being added to the **stock movement journals** that may not be needed. This will also lead to stock level changes being posted to your **profit/loss accounts** in addition to being posted in the **balance sheet**, both for goods coming in and going out. This setting is not commonly used in the UK.

For more information about these settings please see the link below:

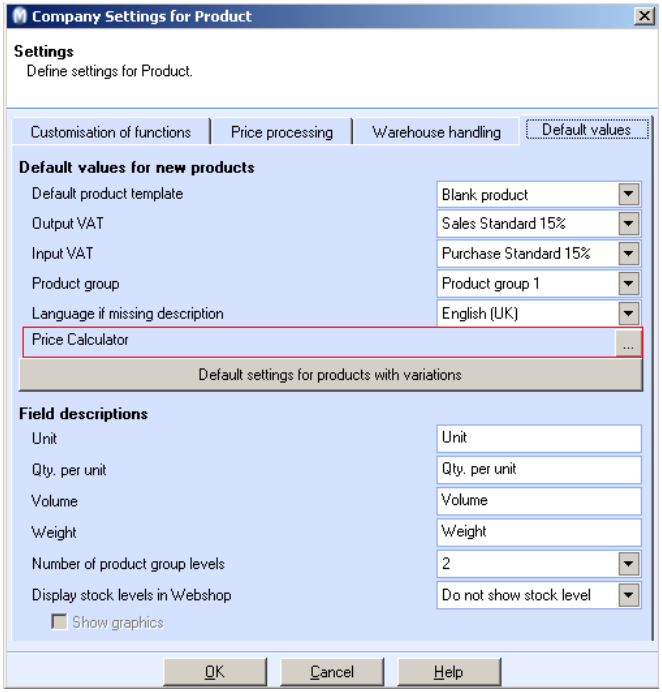
ftp://dl.mamut.com/download/mbs/doc/uk/Booklet_Product_Cost_UK.pdf

Product Pricing Settings

Within Mamut Business Software, the Price Calculator feature allows you to choose a combination of settings that help updating your cost or sales prices either per product or for all products. If you wish to maintain similar settings to that you are used to within MYOB, please follow the instructions below:

Within MYOB, changes in product cost or purchase prices do not have any impact on the sales price and the changes in sales prices do not have any impact on the cost of products, hence follow the instructions below to change the default settings on the Price Calculator:

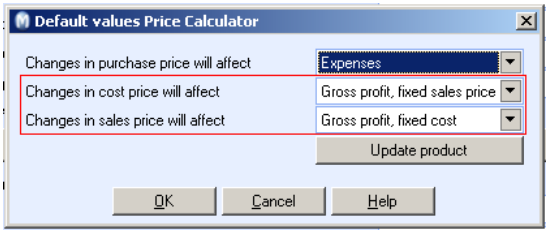
To access the Price Calculator, go to **View – Settings – Company – Settings per Module – Product – Default values – Price Calculator.**



Choose the options below and click on **OK** to set these settings as the default:

Changes in cost price will affect = Gross profit, fixed sales price

Changes in sales price will affect = Gross profit, fixed cost



If you change these settings prior to the transfer of data, then all your transferred products will use these settings. If you have already transferred your data, you can update the settings for all the products by clicking on the **Update product** function on the Default values Price Calculator screen above and accept the screens that follow. These settings can also be changed per product by accessing the **Price Calculator** on the **Price tab** of an individual product.

HOW TO ENTER OPENING BALANCES

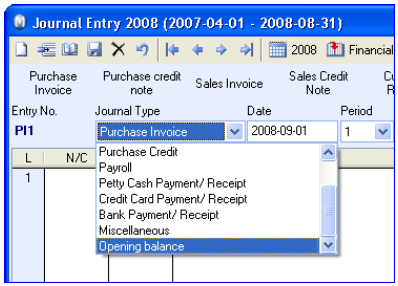
Note! Only enter your opening balances if this has not already been done while running the Upgrade Wizard for Mamut Business Software.

If you are closing a previous book-keeping system, the closing position (Trial Balance) will be the **Opening Balance** in Mamut. If you are unsure if you have the final position in your previous system, please consult your Accountant.

Note! If you are using the **Logistics** module, i.e. tracking of stock, warehouse(s) etc. you should set up all current products before proceeding to enter balances. Before you start entering your products, you may want to review the settings for the Product which you find by going to **View - Settings - Company - Settings per Module – Product**.

Entering Opening Balances (Manually not using the upgrade tool, not cash VAT)

1. Go to **View - Accounting - Journal Entry**.
2. Click **New**.
3. Change the **Journal Type** to **Opening Balances**.



4. Check that you are in the correct accounting year. This is displayed in the centre of the top menu. If you are in the wrong accounting year double click on this number and change it to the correct value.
5. Check that the date is correct in the date field. If it is incorrect you simply edit the value.
   Note! If you are beginning to use Mamut during the accounting year it is necessary to transfer any balances into Mamut. For example, if you are beginning to use Mamut from 01/02/2009 you must enter the figures dated 31/01/2009 (i.e. the final day of the previous period). We strongly recommend that you start inputting from the first month of a VAT period.
6. Make sure that you are in the correct period, if you are not click on the drop down box and change to the correct period.
7. Start by entering all the balances on the debit side (these are the accounts between the figures 1000 and 1999). You do this by typing the first account number in the N/C column, then entering the debit amount.
8. After all the debit balances have been correctly entered, you can move on to the credit balances (these are the accounts between 2000 and 2999 in the standard chart of accounts). This is done in the same way as above.
9. Click on the **Update Ledgers** button, or press [**Ctrl+H**].

   *You have now transferred all of these values to the **General Ledger**.*

Note! If, you do decide to enter Opening balance in multiple journals, it must be noted that each separate journal must balance (i.e. debit = credit). If every single journal does not balance then the resulting general ledger will not balance.

Entering Opening Balances for the Customer and Supplier ledgers

For the **Customer Ledger and Supplier Ledge**r you can enter the amounts you owe or are owed to you as lump sums or specified per invoice as per your existing system. We recommend the latter as it is then easier to match receipts/payments later. Before you start entering balances, you should set-up all existing suppliers/ customers and enter their details. Enter outstanding Sales Invoices as Debit to the customer account and as Credit to a temporary account such as 9998. Credit notes work the opposite way. It is a good idea to use the original Invoice number and date as a reference for later matching and aging. In the Supplier ledger you enter purchase invoices as Credit on the suppliers account and as Debit on another temporary account such as 9998. Credit notes work the opposite way.

Bank Account Balances:
You need to enter the balance as per the bank statement as well as items that have not cleared as per your bank reconciliation. If you are unsure about this, please contact your Accountant. Normally you would enter the **Bank Balance(s)** per bank statement when entering the **Opening Balance journal**. The difference between the Bank Statement figure and your closing balance figure is uncleared items as per your bank reconciliation. You post this difference as a Debit/Credit on your suspense account. Then use **Bank Receipt/Payment journals** to post the uncleared items and to post the Debits/Credits to the same suspense account to ensure the transactions turn up on your **Bank Reconciliation** Screen.

Nominal Ledger Opening Balances:
Use an **Opening Balance journal** and enter the balances **Debit** and **Credit** as per your previous system's close out trial balance. (**Note**: For Bank Account balances see point 8.) Customer Ledger Balance is entered as Debit on the temporary account you used to enter your Customer Ledger Balances. Supplier Ledger Balance is entered as Credit on the temporary account you used to set up your Supplier Ledger Balances.

After you have entered all **Opening Balances**, we would advise you to run off a **Trial Balance** as well as an **Aged Debtor Listing** and **Aged Supplier Listing**.

Check that the figures and aging match the closing balance of your old system. Also check that the balance on the **Temporary/Suspense accounts** you have used in this process is nil. You must make adjustments as necessary. When you are satisfied that everything entered is correct and matches the close out **trial balance** from your previous system, you should perform a stock take to update your stock levels on the products you carry in stock. After having updated your stock, we recommend you run off a **Stock Value report** and compare this figure with the figure in your balance sheet account for stock - they should match. If they do not match, please make adjustments as necessary.

Please remember it is good accounting practice to perform the period-end processing when you have completed your period-end adjustments. This will also ensure that your financial statements will be correct for each period. If you are unsure about the processes for **Period-end/Year-end** we recommend you seek advice from your accountant or attend the Mamut Academy for training. Please remember that you will not be able to post to a period that has been closed.

Partially closing accounts

The Partially close accounts function in Mamut Business Software is used in the time period following the beginning of a new accounting year and before the previous year has been closed (when the final Opening Balance has been transferred).

By temporarily transferring the Opening Balance you are provided with a better basis for reviewing the company's Balance Sheet items for the new accounting year in this time period. Find out more about this in the section on Year End/Period End.

How to Enter your Opening Balances: Cash VAT Method

Note! Only enter your opening balances if this has not already been done while running the Upgrade Wizard for Mamut Business Software. Note also that this section only applies if you are using the Cash VAT method of accounting.

Preparation

If you are choosing to use the **Cash VAT** functionality within Mamut Business Software, extra consideration needs to be given to the way in which your opening balance journals are inputted. It is essential that every individual entry on the Debtor and Creditor control accounts is keyed as individual journals. The reason for this is that when the item is paid/partially paid, the system acquires the amount of VAT to be paid (or recovered for purchases) from the original opening balance journal.

This means that you will need three reports – a trial balance, a debtors list (Customer Ledger printout) and a creditors list (Supplier Ledger printout).

The Trial Balance

An example Trial balance is shown below:

Original Trial Balance **Trial balance**

Query criteria: ACCOUNTING: accounting year = 2006 (01 01 2006-31 12 2006) and source = financials

N/C	Account		Debit	Credit
1004	Bought in Stock		3,628.00	
1100	Debtors Control Account		16,556.04	
1200	Bank Current Account			6,161.54
2100	Creditors Control Account			5,346.25
2202	VAT Liability			1,318.00
3100	Reserves			7,358.25
		Total	**20,184.04**	**20,184.04**

The Debtors List (Customer Ledger)

An example of a Customer Ledger printout is shown below:

Original Trial Balance — **Customer ledger**

Query criteria: ACCOUNTING: type of journal line = customer ledger and source = open items and source = financials

Invoice no.	Date	Due date	Entry No.	Description		Amount
	30000 Customer A					
2	21 09 2005	01 10 2005	SI2	30000 Customer A, 2		6,769.76
					Total:	**6,769.76**
	30001 Customer B					
3	21 09 2005	01 10 2005	SI3	30001 Customer B, 3		2,772.41
5	11 11 2005	21 11 2005	SI5	30001 Customer B, 5		3,555.84
					Total:	**6,328.25**
	30002 Customer C					
4	29 09 2005	09 10 2005	SI4	30002 Customer C, 4		3,458.03
					Total:	**3,458.03**
					Total:	16,556.04

The Creditors List (Supplier Ledger)

An example of a Supplier Ledger printout is shown below:

Original Trial Balance — **Supplier ledger**

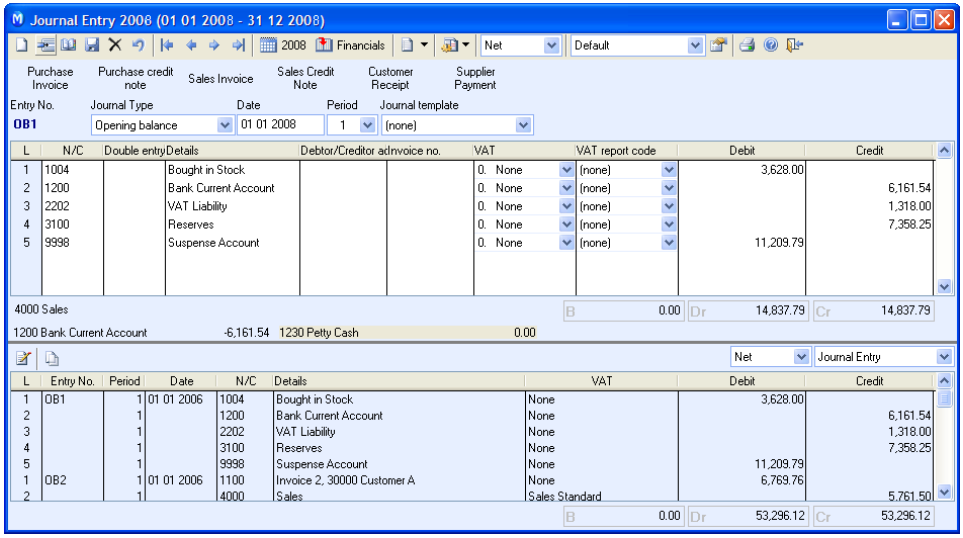
Query criteria: ACCOUNTING: type of journal line = supplier ledger and source = open items and source = financials

Invoice no.	Date	Due date	Entry No.	Description		Amount
10002	**Supplier Z, Company Reg. No.**					
ri03	17 08 2005	27 08 2005	PI3	Invoice ri03, 10002 Supplier Z		-5,346.25
					Total:	**-5,346.25**
					Total:	-5,346.25

Using these documents, it will be possible to calculate your Opening Balance journals.

Stage 1 – The Primary Opening Balance Journal

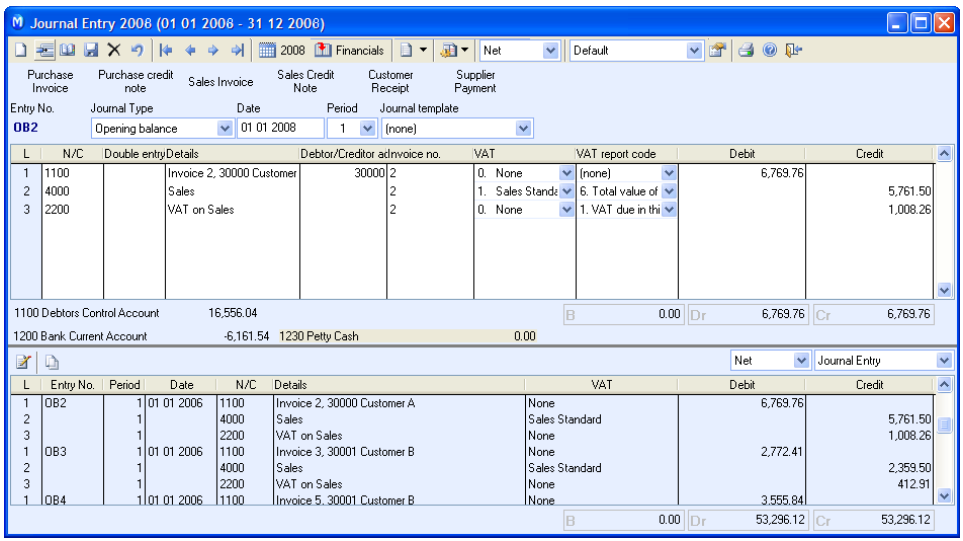
The first Opening Balance journal can contain all of the items except the customer and supplier ledger items. Using the Trial Balance example above, your first opening balance should look like this:



In the above screen shot, the journal reflects all entries from the Trial Balance, except for the customer and supplier ledger entries. An entry to the **Suspense Account** (9998) is made to balance this journal.

Stage 2 – The Customer Ledger Entries

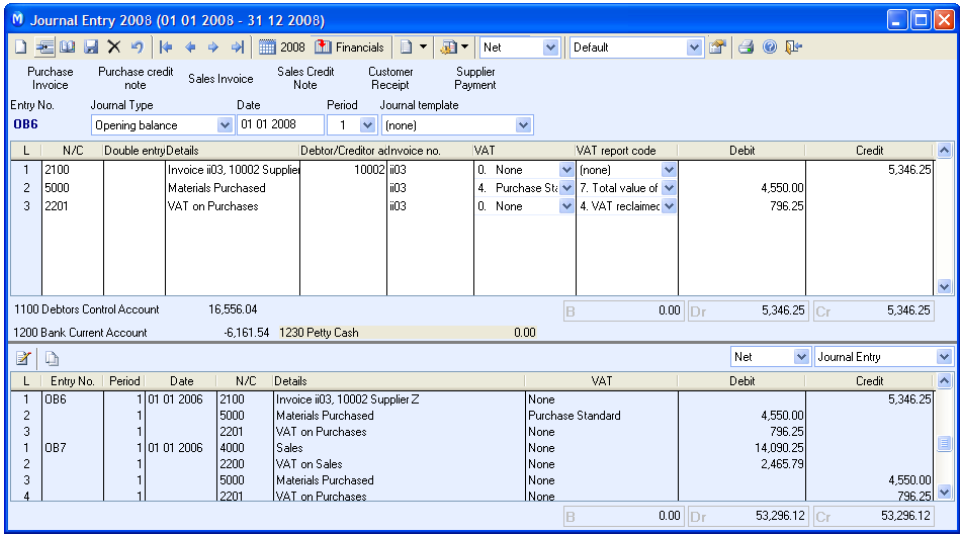
When the Customer ledger entries are keyed, each journal should consist of one debit to the **Debtors Control Account** (1100) and a credit to each of the **Sales** (4000) and **VAT on Sales** (2200) accounts:



Do not worry that there were no values for the **Sales** (4000) and **VAT on Sales** (2200) accounts on your trial balance – these will be cleared down later, at stage 4.

Stage 3 – The Supplier Ledger Entries

When the Supplier ledger entries are keyed, each journal should consist of one credit to the **Creditors Control Account** (2100) and one debit to each of the **Materials Purchased** (5000) and **VAT on Purchases** (2201) accounts:



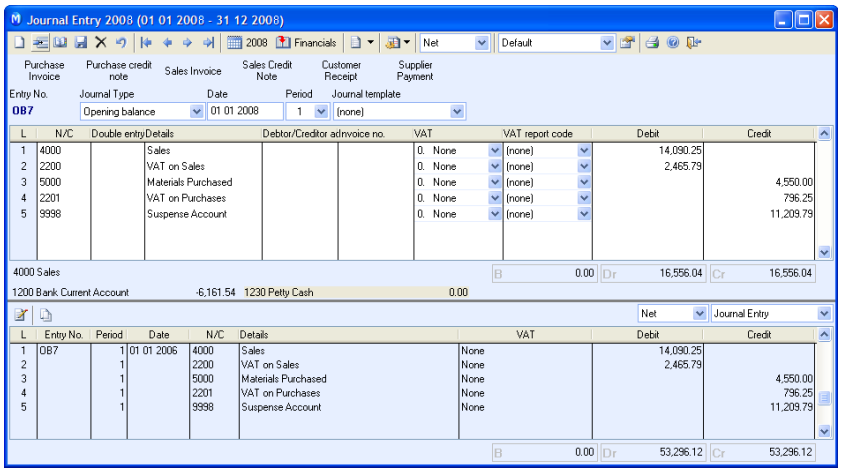
Do not worry that there were no values for the **Materials Purchased** (5000) and **VAT on Purchases** (2201) accounts on your trial balance – these will be cleared down in our next stage.

Stage 4 – Clearing Down Temporary Figures

We now have temporary values on 5 accounts, which need to be cleared down. This is done with one final Opening Balance journal. The nominal codes used in this example (and probably in your office also) have been:

- Sales (4000)
- VAT on Sales (2200)
- Materials Purchased (5000)
- VAT on Purchases (2201)
- Suspense Account (9998)

These nominal codes are now cleared down with one final journal, as shown below:



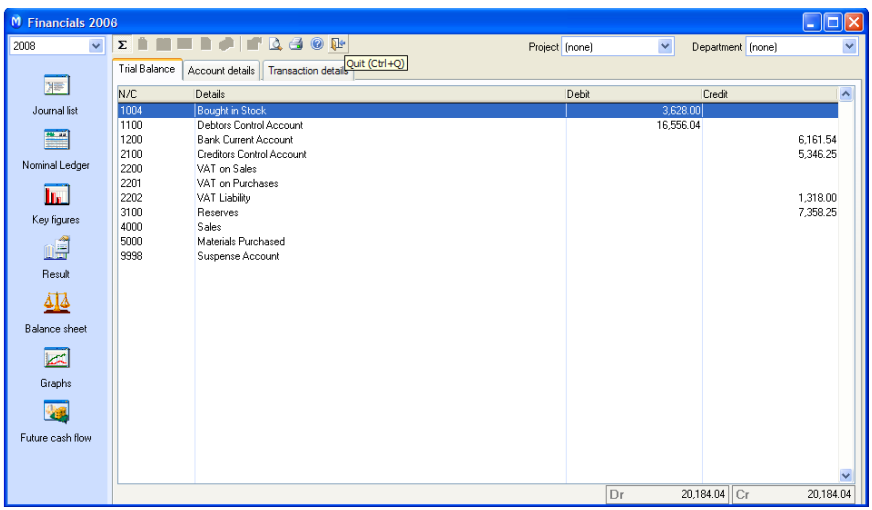
Note! It is critical that the VAT column is changed to **0**. **None** and that the VAT report code column is changed to **(none)** for all of the lines in this journal. Failure to do so will cause these balancing entries to be written to your first VAT Return.

Results

Note! Before updating the ledgers with the journals you have input, it is strongly advised that you create a backup of your system.

Once the journals have been processed into the Accounts ledgers, you should be left in a position where the Mamut System now reflects your old system.

You can verify this by comparing the original Trial Balance to the Nominal Ledger Trial Balance screen within Mamut Business Software. This screen, with our example data entered, is shown below:



You can now check that the figures on this screen match your trial balance. If they do, you have successfully keyed your opening balances! Check that your VAT return is empty of any VAT transactions before proceeding to key future journals.

Appendix: Matching the Charts of Accounts

The default Chart of Accounts in Mamut Business Software is slightly different compared to the one you are used to in MYOB. To simplify your entry of opening balances, and to help you record where to place all of your balances, we have included a table that illustrates the general matching of accounts between MYOB and Mamut Business Software. For your convenience, feel free to print out this table and use it during the upgrade.

Note!

When entering opening balances, use your domestic currency at all times.

When entering values in the accounts, only use a comma between pounds and pence, and euro and cents. For example, your Accounts List notes ‘250,500.20’ - you should enter ‘250500.20’.

The process of entering opening balances is different depending on what time during the accounting year you enter them. Follow the instructions that best fit your situation.

You are at the End of the Accounting Year when Upgrading Your Database

If you are at the end of your accounting year, you only need to enter the Balance Sheet accounts (accounts 1-0000 up to and including 3-9999 in MYOB).

Remember to enter your **Net Profit / (Loss)** value from account 3-9000 Current Year Earnings (in MYOB) into the Mamut Business Software account **3200 Profit and Loss Account**.

You are in the Middle of the Accounting Year when Upgrading Your Database

If you are in the middle of your accounting year you must, in addition to the Balance Sheet accounts, enter the Profit and Loss accounts (accounts 4-0000 up to and including 9-9999 in MYOB).

Note that in this situation you must **not** enter the value from account 3-9000 Current Year Earnings (in MYOB).

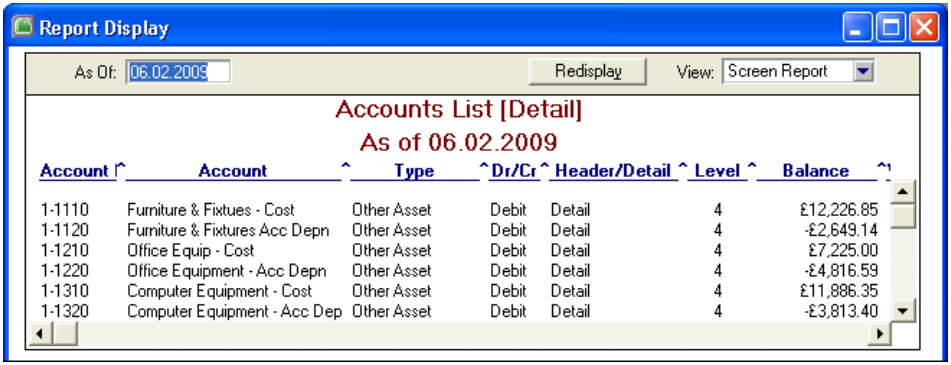
How to change account names in Mamut Business Software

You can also use the table below as a reference if you wish to change the names of accounts that seem very different in Mamut Business Software, or if you placed values into accounts with names that did not quite match.

1. Select **View – Accounting – Chart of Accounts.**
2. Click on **List** to open a list of all registered N/Cs.
3. Choose the N/C that you would like to edit.
4. Enter the **Name** that you would like for the N/C.
5. Click **Save**.

Example

Extract from default Accounts List in MYOB:



Account	Account	Type	Dr/Cr	Header/Detail	Level	Balance
1-1110	Furniture & Fixtues - Cost	Other Asset	Debit	Detail	4	£12,226.85
1-1120	Furniture & Fixtures Acc Depn	Other Asset	Debit	Detail	4	-£2,649.14
1-1210	Office Equip - Cost	Other Asset	Debit	Detail	4	£7,225.00
1-1220	Office Equipment - Acc Depn	Other Asset	Debit	Detail	4	-£4,816.59
1-1310	Computer Equipment - Cost	Other Asset	Debit	Detail	4	£11,886.35
1-1320	Computer Equipment - Acc Dep	Other Asset	Debit	Detail	4	-£3,813.40

Use the table to record your values, as well as the MYOB accounts that you are matching to Mamut Business Software.

MYOB **Note the Amount on the Account here**	**My Matched MYOB Accounts**	**Accounts in Mamut Business Software**
1-0000Assets		**Assets**
1-1000 Fixed Assets		**Fixed Assets**
		Intangible Fixed Assets
		0005 Goodwill
		0006 Goodwill Amortisation
		0010 Freehold Property
		0011 Leasehold Property
11886.35	1-1310	0020 Plant/Machinery
-3813.40	1-1320	0021 Plant/Machinery Depreciation
7225.00	1-1210	0030 Office Equipment
-4816.59	1-1220	0031 Office Equipment Depreciation
12226.85	1-1110	0040 Fixture/Furniture
-2649.14	1-1120	0041 Fixture/Furniture Depreciation

MYOB Note the Amount on the Account here	My Matched MYOB Accounts	Accounts in Mamut Business Software
1-0000 Assets		**Assets**
1-1000 Fixed Assets		**Fixed Assets**
		Intangible Fixed Assets
		0005 Goodwill
		0006 Goodwill Amortisation
		0010 Freehold Property
		0011 Leasehold Property
		0020 Plant/Machinery
		0021 Plan/Machinery Depreciation
		0030 Office Equipment
		0031 Office Equipment Depreciation
		0040 Fixture/Furniture
		0041 Fixture/Furniture Depreciation
		0050 Motor Vehicles
		0051 Motor Vehicles Depreciation
1-2000 Current Assets		**1000 Current Assets**
		Stock
		1001 Raw Material
		1002 Work in Progress
		1003 Finished Goods
		1004 Bought in Stock
		1099 Stock delivered, not invoiced
		Debtors
		1100 Debtors Control Account
		1101 Sundry Debtors
		1102 Other Debtors
		1103 Prepayments
		1200 Bank Current Account
		1210 Bank Deposit Account
		1230 Petty Cash

		1231 Cash Clearing Account
		Credit Cards (Debtors)
		1250 Credit Card Receipts
2-0000 Liabilities		**2000 Liabilities**
2-1000 Current Liabilities		**Current Liabilities**
		2100 Creditors Control Account
		2101 Sundry Creditors
		2102 Other Creditors
		2103 Directors Loan Account
		2109 Accruals
		2110 Accruals, non received invoices
		2200 VAT on Sales
		2201 VAT on Purchases
		2202 VAT Liability
		2203 Control Account Reverse charge back 1
		2204 Control Account Reverse charge back 2
		2210 P.A.Y.E.
		2211 National Insurance
		2220 Net Wages
2-2000 Long Term Liabilities		**Long Term Liabilities**
		2300 Loans
		2310 Hire Purchase
		2320 Mortgages
		2330 Corporation Tax
		2340 Pension Fund
3-0000 Capital		**3000 Capital and Reserves**
		Share Capital
		3000 Ordinary Shares
		3010 Preference Shares
		Reserves
		3100 Reserves
		3101 Undistributed Reserves
	3-9000	3200 Profit and Loss Account
4-0000 Income		**4000 Turnover**
		4000 Sales

		4009 Discounts Allowed
		4200 P/L on Disposal of Fixed Assets
		4400 Credit Charges (Late Payments)
		Other Operating Income
		4900 Miscellaneous Income
		4903 Insurance Claims
		4904 Rent Income
		4905 Carriage
		4906 Excise Duty
		4909 Rounding
5-0000 Cost of Sales		**5000 Cost of Sales**
		5000 Materials Purchased
		5001 Materials Purchased, VAT Exempt customer
		5002 Packaging
		5009 Discounts received
		5100 Freight Charge, Domestic
		5101 Freight Charge, VAT Exempt customer
		5102 Transport Insurance
		5103 Handling, Domestic
		5104 Handling, VAT Exempt
		5105 Duty, Domestic
		5106 Duty, VAT Exempt
		5107 Special Duty, Domestic
		5108 Special Duty, VAT Exempt
		5109 Other Freight-Import charges, Domestic
		5110 Other Freight-Import charges, VAT Exempt
		5200 Opening Stock
		5201 Closing Stock
		5203 Change of stock
		6000 Productive Labour
		6001 Cost of Sales Labour
		6002 Sub-Contractors
		6100 Sales Commissions
		6200 Sales Promotions

6-0000 Expenses		Overheads
		6201 Advertising
		6202 Gifts
		6203 Samples
		6204 Marketing and promotions
		6430 Management fees
		6900 Miscellaneous Expenses
		Staff
		7001 Directors Salaries
		7002 Directors Remuneration
		7003 Staff Salaries
		7004 Wages - Regular
		7005 Wages - Casual
		7006 Employers N.I.
		7007 Employers Pensions
		7008 Recruitment Expenses
		7009 Adjustments
		7010 SSP Reclaimed
		7011 SMP Reclaimed
		7100 Rent
		7102 Water Rates
		7103 Business Rates
		7104 Premises Insurance
		7200 Electricity
		7201 Gas
		7202 Oil
		7203 Other Heating Costs
		7300 Fuel and Oil
		7301 Repairs and Servicing
		7302 Road Tax
		7303 Vehicle Insurance
		7304 Petrol Expense
		7305 Miscellaneous Motor Expenses
		7350 Scale Charges
		7400 Accommodation - Staff

		7401 Subsistence - Staff
		7402 Other Travel Cost - Staff
		7403 Accommodation - Clients
		7404 Subsistence - Clients
		7405 Other Travel Cost - Clients
		7500 Printing
		7501 Postage and Delivery
		7502 Telephone/Fax
		7503 Mobile telephone
		7504 Internet/E-Mail
		7505 Office Stationery
		7506 Trade Related Literature
		7600 Legal Fees
		7601 Audit and Accountancy Fees
		7602 Consultancy Fees
		7603 Professional Fees
		7700 Equipment Fees
		7701 Office Machine Maintenance
		7800 Repairs and Renewals
		7801 Cleaning
		7802 Laundry
		7803 Premises Expenses
		Finance Cost or Income
		7900 Bank Interest Paid
		7901 Bank Charges
		7902 Currency Charges
		7903 Loan Interest Paid
		7904 H.P. Interest
		7905 Credit Charges
		7906 Realised Exchange Gain and Loss

9-0000 Other Expenses		Other Costs
		8000 Depreciation
		8001 Amortisation
		8002 Plant/Machinery Depreciation
		8003 Furniture and Fittings Depreciation
		8004 Vehicle Depreciation
		8005 Office Equipment Depreciation
		8100 Bad Debt Write Off
		8102 Bad Debt Provision
		8200 Donations
		8201 Subscriptions
		8202 Clothing Costs
		8203 Training Costs
		8205 Staff Welfare
		8300 Tax Expenses
		8301 Dividends
		9998 Suspense Account
		9999 Mispostings Account
8-0000 Other Income		**See 4000 Turnover**